



NOTIFICATIONS FORM

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2.1	Continuous Improvement	There is an effective self-assessment and quality improvement process in place.
QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY		
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

All feedback, complaints or notifications are requested in writing. We appreciate your point of view and welcome your input. Information you submit into this form will be treated with the utmost professionalism and remain confidential. Please refer to our Policy Manual for our **Grievance Policy** and related procedures.

Name			
Address			
Contact Phone Number		Best time to call	

Nature of Notification:

- Complaint
 Child Safety & Wellbeing Notification
 Feedback

Signature		Date	
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If you have belief on reasonable grounds that a child/ren has suffered or is likely to suffer risk of significant harm and you are a mandatory reporter, please follow reportable conduct requirements for your State.

Follow Up (Management Use)

The Notifications Follow up form has been completed _____ (Date)

Received by	Centre Manager		Operations Manager	
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