**IPT UK Complaints Proforma**

Section One

Please provide your contact details below.

Name:

Correspondence address:

Telephone number:

Email address:

Section Two

Please provide information about the IPT UK member you wish to raise a complaint or concern about.

Name:

Workplace address:

Section Three

Please describe the issue(s) you would like to raise a complaint or concern about, including time, date and location. If there are several incidents, please describe each one separately. Please use as much space as needed.

Section Four

If others also witnessed the issue(s) in question, please provide their name(s) and contact details below.

Section Five

If you have informed others (for example, the IPT UK member’s employer, professional body or the police) about your complaint or concern, please give details about the information you provided to them. Please also state the date on which you informed them, as well as the name(s), job title(s) and contact details of the person(s) you informed.

Section Six

Please attach supporting evidence of the complaint or concern (if available) and list the documents you have attached below.

Section Seven

Declaration and signature

**I understand that this information (including my identity) will be shared with the IPT UK member and other parties, as necessary.**

Signed: Date:

Please send this form and the scanned supporting documentation to the Chair of the Training Committee via email to contact@iptuk.net