

Feedback to Para Dance UK



Commendation / Suggestion / Complaint (Please highlight as appropriate)

1. About You

Title	First Name	Surname
Address line 1		
Address line 2		
Address Line 3		
Postcode		
How would you like PD-UK to respond?	Phone / Email / Letter	
Telephone		
Mobile		
Email		

2. Are you acting on behalf of someone else?

YES / NO

If the answer to question 2 is yes please complete section 3 otherwise leave blank and move to section 4. If you are complaining on behalf of someone who cannot complain for themselves, we have a duty to consider if you are the right person to act on their behalf. We would normally need their consent for this. Please see section 5.

3. The person you are acting for?

Title	First Name	Surname
Address line 1		
Address line 2		
Address Line 3		
Postcode		

What is your relationship to this person?	Spouse or partner
	Parent or guardian
	Child
	Carer
	Other

If Other please give details

Why can this person not give feedback themselves?	They are too young
	They are ill
	They do not have the ability
	They have asked me to do it
	The person has died
	Other

If Other please give details

4. Your feedback

Please give us details of what has happened, please add specific details wherever you can; dates, times and people involved if you can. We are particularly interested in how this has made you feel and what you want in the way of resolution if your feedback is a complaint.

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Please be aware that we may have to talk to any people you mention in your feedback so that we can investigate what has happened or to pass them your positive feedback. We may also have to refer to records and documents. By signing this form you consent for us to do this. If the form has been completed on someone's behalf we ask that they sign too. They must understand that you as the representative will be able to see any investigation made and the response we make.

5. YOUR SIGNATURE

Signed

Date

I agree that _____ can feedback and / or complain on my behalf and that you can obtain the information you need to investigate my situation. I understand that this may mean that my representative will be able to see the information you obtain and the response you make.

Signed

Date

Please send your completed feedback form to: feedback@paradance.org.uk or post it to: Complaints, Para Dance UK, 1st Floor, Building 2 Croxley Business Park, Watford, Hertfordshire, WD18 8YA.