



Complaint Form

Wexford Rape Crisis are committed to ensuring all our clients receive the best possible care and attention. We welcome feedback when problems are encountered and treat feedback as an opportunity to improve our service delivery. We endeavour to treat all complaints fairly, and work towards resolving the complaint in a timely and courteous manner.

How to make a complaint:

You may refer your complaint to any member of staff or alternatively email or post this complaint form to:

Ms Clare Williams, Manager, Wexford Rape Crisis, Maudlintown, Wexford.

clare@wexfordrapecrisis.com

Details of Complaint

Name of Complainant:	Address:
Phone No:	
Email:	Date of Complaint:
Please describe the detail of your complaint	
Please describe what actions may be taken to deal effectively with your complaint	

For Office use only

Complaint Tracker Reference Code:

Name of Staff member taking the complaint:

Name of Staff member investigating the complaint:

Outcome of Investigation:

Actions taken:

Date Complainant contacted with outcome of investigation and any further follow up

Date complaint closed