



**COMPLAINTS TO THE CHILDREN'S ADVOCATE**

**NATURE OF COMPLAINT:**.....

**Particulars of Child**

Name:.....Surname:.....  
Age:.....Gender: Female  Male  D.O.B:.....  
Name of Mother:.....Profession:.....Tel/cell:.....  
Name of Father:.....Profession:.....Tel/cell:.....  
Address:.....  
Name of Siblings:.....  
School:.....Grade:.....

**Particulars of Complainant** (when complainant is not the child)

Name:.....Surname:.....  
Relationship to Child: Mother  Father  Relative  Others .....  
Address:.....  
Phone No (Home/work):.....(Mobile):.....  
Profession:.....Email address:.....

**Particulars of Respondent (Person/Institution against whom complaint is made)**

Name:.....  
Relationship to Child: Mother  Father  Relative  Teacher  Other .....  
Address:.....  
Phone No (Home):.....(Mobile).....  
Profession:.....Email address.....

**COMPLAINT SUMMARY** (Please include the remedy you seek & refer to and attach all relevant documents)

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**PLEASE SPECIFY IF THIS COMPLAINT HAS ALREADY BEEN SUBMITTED TO THE INSTITUTIONS BELOW:**

- i) **Police:** Did you give a statement? If so, when & where? Provide CR number, if applicable  
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- ii) **Hospital:** Whether child has received medical treatment, when & which hospital?  
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- iii) **Child Welfare division (MGECW):** When & which Region?  
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- iv) **Court:** Which court? Provide case number. If you have retained the services of a legal Practitioner, state name  
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- v) **Other Institution:**.....

**Signature /thumbprint of Complainant:** .....**Date:**.....

**ADDITIONAL INFORMATION**

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**For Official Purposes only**

**Received by:**.....**Date:**.....

**Complaint origin: (Please mark)**

- Intake clinic
- Complaint letter/email
- Social media
- Telephone/fax/sms line
- In person/Walk-in
- Referral

**Actions taken by Investigator, if any**

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**Assessment by Chief Investigator (please mark)**

<b>Mandate</b>	<b>Category</b>	<b>Proposed action</b>
<b>Human rights</b>	<b>Enquiry</b>	<b>Provide Information</b>
<b>Administration</b>	<b>Non-jurisdictional</b>	<b>Refer complaint to appropriate institution</b>
<b>Children's Advocate</b>	<b>Jurisdictional</b>	<b>Refer Complainant to appropriate institution</b>
<b>Environment</b>		<b>Information</b>
<b>Misappropriation of public funds</b>		<b>Investigation</b>
		<b>Decline</b>

**Signature of Investigator**.....**Date:**.....

**Case referred by:**.....**Case referred to:**.....

**Reason for referral**.....**Date:**.....