



## STATEMENT – form

|                         |               |  |               |  |
|-------------------------|---------------|--|---------------|--|
| <b>Please indicate:</b> | <b>SCHOOL</b> |  | <b>HOSTEL</b> |  |
|-------------------------|---------------|--|---------------|--|

Date : \_\_\_\_\_

Date of incident: \_\_\_\_\_

Place of incident: \_\_\_\_\_

### 1. COMPLAINANT:

|                         |                         |  |                |  |               |
|-------------------------|-------------------------|--|----------------|--|---------------|
| <b>Please indicate:</b> | <b>STAFF<br/>MEMBER</b> |  | <b>LEARNER</b> |  | <b>PARENT</b> |
|                         |                         |  | <b>Grade</b>   |  |               |

Full name: .....

Address: .....

Cellphone number: .....

### 2. OTHER PARTY/PARTIES INVOLVED (if any):

Full name: .....

Address: .....

Cellphone number: .....

Name of learner: .....

Name of learner's parent/guardian: .....

.....

Contact details of the learner's parent/guardian: .....

Grade and class: .....

Nature of involvement: .....

**3. SUMMARY OF COMPLAINT/ DESCRIPTION OF INCIDENT:**

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\*\*Circumstances in which incident occurred:

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**COMPLAINANT SIGNATURE**

**For admin use:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Statement assessed : Yes / No \_\_\_\_\_

Date and time of assessment:  
\_\_\_\_\_