

C: How it was dealt with	
Internal investigation Investigation by Ofsted Investigation by other agencies (please state which agency)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please give details of any internal investigation or attach an outcome letter from Ofsted:	
D: Actions and outcomes	
Internal actions Actions agreed with Ofsted Changes to conditions of registration Other action taken by Ofsted No action Actions imposed or agreed with other agencies	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Brief Explanation	
Has a copy of this record been shared with parent(s) Yes / No	
Name of recorder:	Outcome notified to parent: Yes / No (within 28 days for Early Register and 20 days for Child Care Register)* Date:
Position:	Date completed:
Name:	
Signature	

* Requirements require the providers to give an account of the findings of the investigation into the complaint and any action taken to the parent who made the complaint, within 28 days (for those registered on Early Years Register) and 20 days (for those registered on Childcare Register) of the date of the complaint.