**Prospr – Young Person Complaints Handling Form**

### **Your Voice Matters!**

We believe everyone deserves to be treated with respect and fairness. If you have any concerns or if something is bothering you, please use this form to let us know. We're here to listen and work together to make things better.

### **Section 1: About You**

|  |  |
| --- | --- |
| **Your Name (optional):** |  |
| **Your Age:** |  |
| **Date of Complaint:** |  |

**Section 2: What's Going On?**

**1. What is bothering you? (Check all that apply):**

[ ]  Feeling unheard.

[ ]  Unfair treatment.

[ ]  Safety concerns.

[ ]  Someone not being nice

[ ]  Other (please explain):

**2. Can you tell us what happened in your own words?**

### **Section 3: Details**

**3. When did it happen?**

|  |  |
| --- | --- |
| **Date** |  |
| **Time** |  |

**4. Where did it happen?**

**5. Who was involved?**

**Section 4: How Did It Make You Feel?**

**6. How did the situation make you feel? (Check all that apply):**

[ ]  Upset

[ ]  Annoyed

[ ]  Disrespected

[ ]  Unsafe

[ ]  Other (please explain):

**7. What do you think we can do to make things better?**

**Section 5: Talking About It**

**8. Would you like someone to talk to you about this?**

[ ]  Yes

[ ]  No

**9. If so, is there someone specific you would like to talk to?**

**Section 6: Declaration**

I, [optional to include name], want my feelings to be heard and hope for a positive change.

|  |  |
| --- | --- |
| **Date** |  |

**We're Here for You!**

Your thoughts and feelings matter, and we appreciate you taking the time to share them. We are committed to making sure everyone feels respected and safe. If you have more to say or need someone to talk to, we're here for you.

Thank you for trusting us with your concerns.

Sincerely,

Prosper Staffing

**Section 7: For Prosper Staffing Use Only**

**10. Initial Assessment:**

**11. Investigation Plan:**

**12. Resolution Outcome:**

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