



# وفاق العلماء

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## Complaint Procedure & Guidance

All those with a complaint will be requested to complete this form and email it to us.

The complaint will be investigated and responded to in writing

### **CENTRAL LOGGING FORM FOR COMPLAINTS ABOUT ONLINE MAETRIAL**

Once completed, email this report to [wifaqulu@wifaqululama.co.uk](mailto:wifaqulu@wifaqululama.co.uk)

<b>Reported by:</b>	<b>Date:</b>
<b>Person with the complaint</b> Name(s):	<b>Contact Details:</b>
<b>Date of incident(s):</b>	<b>Time of incident(s):</b>
<b>Brief description of Material (s) and link (s) or date/time of the talk:</b>	
<b>Brief description of complaint (s):</b>	

**Advice given / action suggested by person who logged this complaint:**

**If the one being affected is a minor, have the Parents/Guardians been informed?**

Date