



Write today's date:

If someone helped you with this form, get them to write their name, job title and signature here:



Now, give this form to one of your support team.

Amber Housing Registered Society Number: **30052R**. Registered address: **Amber Housing, Unit 9, Bourne Court, Unity Trading Estate, Southend Road Woodford Green, Essex, IG8 8HD.**  Telephone: 0207 866 2328 Email: info@amberhousing.co.uk Website: www.amberhousing.co.uk

> Amber Housing Complaints & Feedback Form A5 Easy Read 1024



## Easy Read

# Complaints and Feedback Form



www.amberhousing.co.uk



#### What is a complaint?

A complaint is something that makes you feel unhappy.

You might make a complaint if...

- You feel sad or angry about something
- Something is happening that you are not happy with
- If someone hurts or upsets you



#### What is Feedback?

Feedback is telling people about the good things that happen.

It is good to let people know when things are going well and you are feeling happy.

#### How to make a complaint

- Talk to someone
- Send a letter or an email
- Fill out this form
- Draw a picture
- Call 0207 866 2328

#### Who can you tell?



- Talk to a family member or friend
- Talk to a member of staff who supports you or works where you live
- Talk to a Quality Checker

Next, a team member of your home will talk to you. We will always do our best to listen and deal with complaints.

### Feedback and Complaint Form



My Name:	
My Address:	
Phone Number:	
The address of where I live:	
My support worker's name:	

#### Write your complaint or feedback here:

