**Confidential Reporting Code Form**

This form should be completed by the person initially raising the concern and/or the manager to whom the concern was raised.

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| **Complainant details** |
| **Name** |  |
| **Job title** |  |
| **School** |  |
| **Contact details** | Telephone |  |
| Email |  |
| **Relationship with subject of allegation** e.g. manager, colleague, none |  |

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| **Summary of concerns**Please include details of the issue including names, job titles, dates, timescales etc. |
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| **Complainant details** |
| Signature |  | Date |  |

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| **Manager receiving complaint** |
| **Name** |  |
| **Job title** |  |
| **School** |  |
| **Contact details** | Telephone |  |
| Email |  |
| **Relationship with subject of allegation** e.g. manager, colleague, none |  |

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| **Additional information** Include detail of any information obtained from person raising the concern to help clarify the nature of the concern, if applicable. |
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| **Manager details** |
| Signature |  | Date |  |

The completed form should be forwarded to:

* HR Advice and Support - hradvice@durham.gov.uk
* Chief Internal Auditor and Corporate Fraud Manager - corporatefraudteam@durham.gov.uk