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.

Complainant details					
Name					
Job title					
School					
Contact details	Telephone				
	Email				
Relationship with subject of allegation e.g. manager, colleague, none					
Summary of concerns Please include details of the issue including names, job titles, dates, timescales etc.					

Complainant details						
Signature			Date			
Manager receiving complaint						
Name						
Job title						
School						
Contact details	Telephone					
Contact details		Email				
Relationship with subject of allegation e.g. manager, colleague, none						
Additional information Include detail of any information obtained from person raising the concern to help clarify the nature of the concern, if applicable.						
Managan dataila						
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