



**Cyngor Addysgu Cyffredinol Cymru**  
**General Teaching Council for Wales**

**REFERRAL OF A COMPLAINT ALLEGING  
UNACCEPTABLE PROFESSIONAL CONDUCT**

REGARDING A REGISTERED TEACHER  
FROM A PERSON OTHER THAN THE EMPLOYER OR AGENT

Please complete in **block capitals**

The General Teaching Council for Wales, Professional Standards, 4<sup>th</sup> Floor, Southgate House, Wood Street,  
Cardiff CF10 1EW  
Tel: 029 2055 0350; Fax: 029 2055 0360; e-mail: [professionalstandards@gtcw.org.uk](mailto:professionalstandards@gtcw.org.uk)

## I. COMPLAINANT DETAILS

Name

Address

Post Code

Telephone No.

## 2. REGISTERED TEACHER DETAILS

Teacher's  
name and  
position:

LEA/school: Name

LEA/school: Address

LEA/school: Post Code

## 3. REPORTING THE COMPLAINT TO THE EMPLOYER OR AGENT

**Please attach evidence to this complaint to demonstrate that it has already been reported to the registered teacher's current or previous employer or agent (school (Governing Body), Local Education Authority, supply teaching agency).**

**You must also attach evidence of the outcome of the employer or agent's consideration of the complaint.**

*If you have not attempted to report this complaint to the employer or agent, the Council cannot consider it.*

#### 4. THE COMPLAINT

**Please use this space to summarise your complaint of unacceptable professional conduct against the above named registered teacher** (bullet points preferable).

You may attach additional sheets to the complaint form if you wish as a continuance of your summary. If you make further allegations in other documents, these will **not** be taken into consideration. Please also **provide a chronology** of the events leading up to your complaint, and the complaint itself.

Please continue on a separate sheet if necessary

## 5. FORMAL DECLARATION

- I have read and understood the contents of the explanatory letter from the **General Teaching Council for Wales** which accompanies this form
- I wish the **General Teaching Council for Wales** to consider this complaint of unacceptable professional conduct, the details of which are set out above
- I confirm that, to the best of my knowledge and belief, the contents of this form is true
- I understand that a copy of this form and any correspondence or documentation I enclose may be disclosed to the registered teacher against whom I am making the complaint, and the current or previous employer or agent, and I consent to this disclosure
- I confirm that I have obtained any necessary permission from third parties for such correspondence and documentation to be disclosed
- I understand I may be required to attend a **Professional Conduct Committee** of the **General Teaching Council for Wales** to give evidence

SIGNED

DATE