



## Feedback form

## **Template**



## Feedback forms are one of the most common ways residential services ask for feedback.

Many services have feedback forms available:

- in or outside dining areas
- at the front desk
- at resident meetings.

Services use the feedback they get from the forms to work out what to cover at resident meetings, such as food focus groups. They also keep copies of the forms in their feedback register as proof of how they ask for feedback.

You can use this template as another way for residents to provide feedback.

Some residents may prefer to give their feedback in writing because they:

- · have difficulty communicating
- aren't comfortable speaking in front of a group
- want to provide feedback anonymously.

You can collect the completed forms through:

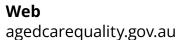
- a comment box
- a staff member
- a member of the food focus group
- a 'Food Champion' or 'Dining Room Ambassador'.

Some services choose a person to oversee the food service in the dining areas. They help by talking to residents about their mealtime experience and sharing feedback with management.















## **Feedback form**

Name:					Date:
<b>OR</b> Tick this box if you wish to be anonymous					
If you would like help to fill in the form	Feedback taken by:				
	Staff	itaff Staff title:			
	Family representative or carer				
	Food champion or Food focus group representative				
	Other:				
Concern, feedback or suggestion					
Would you like a response? Yes No					
Signature					Date:
For office use only					
Staff name, title, department:					
Response					
Signature				Date:	