**HOW A PARENT CAN MAKE A COMPLAINT**

If a parent has concerns about his or her child or another child’s safety, they may take the following action.

I have a concern about my child’s/a child’s safety

↨

I can talk to the **CLASS TEACHER**

↨

If I am still concerned I can talk to the Designated/Deputy Designated Teacher for child protection or to the Principal

**Mrs Crown** (Designated Teacher & Principal)

**Mrs McCann** (Deputy Designated Teacher)

↨

If I am still concerned, I can talk/write to the,

Chairperson of the Board of Governors

**Mrs J. Hinds**

**c/o New Lodge Nursery School**

↨

If I am still concerned, I can contact

the NI Public Services Ombudsman Tel: 0800 343 424

↨

At any time, I can talk to the Social Workers from the

**Children’s Services Gateway Team** **Tel: 028 90507000**

or

the PSNI **Referral Unit Tel: 028 90259299**

**Parents have access to the School’s Safeguarding Policy, which is available from the office/designated teacher.**