



## Child-Friendly Complaints Policy

### If You Feel...

- unhappy or sad about school
- unhappy or sad about something that is happening at school
- unhappy or sad about someone you see at school

... then this page will tell you what to do.

### Things You Can Do

- Tell your parents or someone in your family.
- Tell an adult you trust at school.
- Talk to a friend, your buddy or an older child in the school. (They might help you speak to a grown up if it is a big worry.)
- Write down your worry and put it in the worry box.
- Ask someone to help you write it down and put it in the box.

NEVER KEEP IT TO YOURSELF!

## What We Will Do

- Always listen to you.
- Find out what has been happening.
- Do everything we can to sort it out.
- Keep you safe.

## Who Can Your Trusted Adult Be?

Anyone!

Maybe your teacher or a grown up who works in your class

Maybe Our Safeguarding Leads-Mrs Chapman, Mrs Brassington and Mrs Mallabar

