

COMPLAINTS PROCEDURE FOR STUDENTS

At Woldingham, we want everyone to feel part of a safe and happy community. If you are worried about something or have a concern, there are people who can help and support you. It is always helpful to discuss your concerns and we want to help you resolve them.

Miss Kimberley Chan, Head of Boarding and Deputy Designated Safeguarding Lead
chank@woldinghamschool.co.uk Tel: 07554

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- Miss Jacqui Collins, Head of HR and Deputy Designated Safeguarding Lead
collinsj@woldinghamschool.co.uk Tel: 01883654014

Their contact details are also on the safeguarding notices in classrooms, boarding houses and across the school. The Director of Safeguarding, Taryn Bennett, is the Designated Safeguarding Lead.

Woldingham expects that most concerns can be resolved informally and will endeavour to resolve any complaints that are made or any concerns raised on that basis. If informal procedures fail to resolve the issue, a formal complaint should be put in writing and will be dealt with under this

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If the matter is not satisfactorily resolved as a result, the student may wish to either a) ask their parent(s) to raise the matter as a complaint within the terms of the main school Complaints Procedure, or b) write a letter to one of the two governors who oversee Pastoral wellbeing and Safeguarding:

Mrs Ifey Summers: summersi@woldinghamschool.co.uk

or

Miss Catharine Berwick berwickc@woldinghamschool.co.uk