

**COMPLAINTS FORM**

**Laneez Surf Centre**

*If you wish to make a complaint about a member of staff at Laneez surf centre. Please complete the form below and email a copy to ‘Laneez1999@gmail.com’. The incident will be dealt with as a matter of urgency. Alternatively, if you have a safeguarding complaint that you do not wish to raise with Laneez’s ‘designated Safeguarding Leads’, please see detailed advice on what to do in our parent’s handbook. There is also a list of important contacts at the bottom of this form.*

|  |  |
| --- | --- |
| Name: |  |
| Contact number: |  |
| Email address: |  |
| Date of reporting: |  |
| Child's name |  |
| Child's age |  |
| Date of occurrence of incident: |  |
| Details of incident: (Please include as much detail as possible) |  |
| Individuals involved in the incident: |  |
| Location of incident: |  |
| Details of any witnesses to the incident: |  |
| Details of any member of staff that you have already discussed this incident with and what was said: |  |

**Lsc Designated Safeguarding Leads**

**Grace Donaldson Director (DSL) 07988687673**

**Scott Donaldson Director (DSL) 07846273807**

**Multi Agency Safeguarding Hub -** [01534 744275](https://www.google.com/search?q=mash+jersey&rlz=1C1CHBD_enJE826JE826&oq=mash+jersey&aqs=chrome..69i57j0l5.2463j0j9&sourceid=chrome&ie=UTF-8)

Jersey Designated Officer (JDO) 01534443566 [JDO@health.gov.je](mailto:JDO@health.gov.je)

Police 01534 612612 or 999 (For concerns about the immediate safety of a child)