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**Parents’ Awareness Leaflet on our Child Protection Policy; Bullying; Behaviour & Pastoral Care**

**(September 2020)**

**Dear Parents**

**We are going to briefly summarise our policy document on child protection to let you know of its principle content, but we suggest you read the complete document which will be given to you at the start of the school year.**

**We have worked hard to establish our Pastoral Care System and we are especially pleased with the understanding and support from you. We are always trying to create and improve an environment in which children feel happy, confident and secure and to that end, we have developed several policies considering our statutory responsibilities, advice and guidance from EA and DENI.**

**We are available to parents, but if a lengthy discussion is necessary it is better to make an appointment. In most situations where concerns arise we will ask to meet with you first before other measures are taken. Please be assured that all will be treated seriously and confidentially.**

**J Fleming (Mrs)**

**Principal and Designated Teacher for Child Protection**

**POLICY STATEMENT**

**It is our aim to keep children safe whilst in our care. We want them, and their parents to know that they are safe, well and properly looked after in a kindly and considerate manner thus enabling them to have feelings of security and confidence in the adults around them in school.**

1. **OUR SCHOOL POLICY DEFINES ABUSE AS: -**

Neglect: The failure by a parent or a carer to protect the child from any kind of danger, including cold or starvation.

Physical Abuse The failure to prevent physical injury or the actual physical

injury to a child.

Sexual Abuse Actual or likely sexual exploitation of a child or adolescent.

Emotional Abuse Emotional rejection or ill treatment.

Exploitation Intentional ill treatment, manipulation or abuse of power & and/or control over a child or young person.

1. **The following statements form the basis of our Child Protection Policy**
2. Children should be listened to and taken seriously
3. In any incident the child’s welfare must always be paramount; this over rides all other considerations
4. A proper balance must be struck between protecting children and respecting the rights and needs of parents and families, but where

there is conflict the child’s interest must always come first.

**3 Code of Conduct for all staff within the school**

Staff must always be mindful that they hold a position of trust and that their behaviour towards the children in their care must be according to the Code of Conduct (DENI) and the school’s Code of Conduct.

All staff should be aware of and follow the referral procedures within the school.

**4 The School will: -**

1. Implement their child protection policy to deal with suspected cases of child abuse.
2. Appoint a designated teacher **Mrs Julianne Fleming (Principal)** with special responsibility for dealing with cases of suspected child abuse. Her role is:

* to listen to and support the child
* to discuss with parents where thought appropriate
* to refer the matter where necessary to:

a. Child Protection Support Service (CPSS)

b. Gateway Team (Social Services)

c. Police Service of Northern Ireland (PSNI)

* A Deputy Designated person Mrs Louise Mallon (Assistant Teacher) is to be consulted in the absence of Mrs Fleming.

If parents are worried about their child or any other child, they should report

this to the designated teacher **Mrs J Fleming**. If there are concerns that the

child may be at risk then Mrs J Fleming is obliged to make a referral. Unless

there are concerns that a parent may be the possible abuser, the parents will

be informed immediately.

Mrs Fleming may seek advice from the Designated Child Protection Officer

from the EA or the Gateway Team before a referral is made. The safety of the

child is always our priority.

If an allegation is made against a member of the staff, the procedures outlined

within the school’s Child Protection Policy (Appendix 4) will apply unless the

complaint is about Mrs Fleming herself. In this case the Chairperson of the

Board of Governors, **Mr Paul Mitchell** will be informed immediately and he

will ensure the necessary action is taken.

This school is committed to providing Child Protection in-service training for

all staff on an annual basis.

**HOW A PARENT CAN RAISE A CHILD PROTECTION CONCERN**

If a parent has a child protection concern, they can follow the guide below.

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



If I am concerned, I can talk to

Mrs Julianne Fleming

(Principal/Designated Child Protection Teacher)

or to

Mrs Louise Mallon

(Assistant Teacher /Deputy Designated Child Protection)

A person posing for the camera

Description automatically generated

If I am still concerned, I can talk/write to the Chair-person of the Board of Governors, Mr P Mitchell

or

Governor for Child Protection

Mrs O Sherman

If you have escalated your concern as set out in the above flow chart and are of the view that it has not been addressed satisfactorily, you may revert to the school’s complaint policy. This policy should cumulate in the option for you to contact the NI Public services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

At any-time, I can write or talk to a Social Worker on

Gateway Team Tel: 08007837745 (Free Phone from Landline)

[Tel: 028](Tel:028) 374 15285 (Southern Region)

or the Police Tel: 101 (Ext 30299)

Out of Hours duty social worker (028 950 49999)

In the event that you have a **child protection concern** out of school hours or during a school closure please see contact details for the relevant staff below.

* Mrs Julianne Fleming (Designated Teacher for Child Protection)

Contact No: 028 867 64451 or 07961682704 Out of hours

Email: [jfleming060@c2kni.net](mailto:jfleming060@c2kni.net)

or

* Mrs Louise Mallon (Deputy Designated Teacher for Child Protection)

Email: [lmallon958@c2kni.net](mailto:lmallon958@c2kni.net)

**BULLYING**

The Department of Education defines Bullying Behaviour as:

**“…. deliberately hurtful behaviour repeated over time, where it may be**

**difficult for the victim to defend him or herself”**

With this in mind and the age and stage of development of Nursery School

children we pledge ourselves to:

* ensure the well-being of all children in our care
* protect them and make them feel secure
* bring out their best qualities
* treat them impartially

We also have the responsibility to ensure that the rules of the school are implemented consistently, fairly and reasonably.

**PROMOTING & SUSTAINING GOOD BEHAVIOUR**

**Aim - To encourage the development of self-discipline, respect for others and respect for other peoples’ work/property.**

We never intend to label or shame a child when dealing with mis behaviour– their action(s) may be wrong but not their individual selves. In this way their self-image is not reduced. We recognise that young children because of their experience and stage of development, will require help and support towards appropriate behaviours so therefore we have the minimum of basic rules e.g.: gentle hands, quiet voices, listening ears, looking eyes, walking feet.

As part of this support, in a particular situation where a child has difficulty demonstrating appropriate behaviour, we will try to help them to gain control of themselves and their emotions by temporarily withdrawing them from the immediate situation. This is called ‘time out’. ‘Time out’ is normally spent at an alternative activity where a task must be completed, when it is hoped a child will become settled and able to rejoin the others in a happier frame of mind. When a child has difficulty, he/she should be told clearly why their behaviour is not acceptable and should be encouraged to talk about it. It is important to be consistent but not rigid in approach.

However, sometimes we know that a matter can be dealt with best by co-operation between home and school and therefore we will talk to parents about it, eg, something which has happened outside school may be influencing the situation in school. In some circumstances where two children are involved in an incident (accident or otherwise) both sets of parents will be told but we emphasise that generally a child will only be discussed with his/her own parents. Normally, however, most situations will be resolved between child/child or child/adult and we may not discuss them with parents.

The Board of Governors and the school will take note of any advice on discipline received from the EA or DENI.

It is emphasised that corporal punishment remains unlawful and the use of reasonable force to restrain or control a pupil will be used only as a last resort, e.g:

1. when the child/other child/children, members of staff or property are at risk
2. to maintain good order/discipline.

However, all other avenues of support or control will always be employed first.

Any incident involving the use of reasonable force with a child will be reported by class teacher to:

1. the Principal
2. the Parents

**PASTORAL CARE**

**POLICY STATEMENT**

Our school is concerned with the general well-being of all the children which includes not only educational matters but other matters also. It is our aim to keep children safe whilst in our care. We want to protect them from all forms of abuse, enable them to develop self worth, have the feeling of security and confidence in the adults around them in school.

All the staff work closely for the good of each child and we are very dependent

on parents to share information which will have a bearing, directly or

indirectly, on the child’s behaviour or ability to learn. Please do not hesitate to

discuss any matter of concern with the principal or class teacher. If we cannot

help we will certainly endeavour to point you in the right direction for help.

Please be assured that all will be treated confidentially.

We are available to see parents at any time, but if a lengthy discussion is necessary it is better to make an appointment.

A list of our policies related to Safeguarding/Pastoral Care can be viewed on Page 2 of our full Child Protection Policy. These policies are available to all parents and any parent wishing to have a copy should contact the Principal (Mrs J Fleming)

As part of our pastoral care, the school maintains links with ‘outside’ agencies including – The Health & Social Services Department; Health Visitors; School Dental Service; Speech & Occupational Therapists; Physiotherapists and the Education Authorities Psychology Department.

**Overall, we wish to create a harmonious safe environment with happy, secure relationships and experiences.**

Some key points about our school procedures. Please read these and give permission overleaf that you agree.

1. From time to time children may need help at the toilet or require their clothes/underwear changed if they have an ‘accident’. Ideally, we prefer 2 members of staff to be present on these occasions but unfortunately with present staffing levels this is not possible and so any incidents are mainly dealt with by one adult only.

We hope you are prepared to allow us to change your child if they have a toilet accident, otherwise we will contact you to come to the school to attend to your own child if it is necessary. If you do not agree to us changing your child and we are unable to contact you within 10 minutes, the school reserves the right to go ahead and change the child in the interest of the child’s comfort and to minimise distress.

1. Occasionally a child may fall or bump themselves. We would usually deal with such incidents by putting on a plaster or using ice, provided the injuries are of a minor nature. All such incidents will be recorded and reported to the person who collects the child.
2. In the event of a more serious incident, our qualified first aiders will administer the basic first aid procedures they deem most appropriate to the situation. We will always endeavour to contact the parents, however if parents are unable to be contacted, staff will always follow the advice of the medical professionals dealing with the situation i.e. Paramedic/Ambulance Service. (See First Aid Policy)
3. Throughout the school year your child will have their photograph taken by the following people:

* By staff in school to display in the hall, classroom, school website. Photographs shared between home/ school through See Saw App.
* Photographer from a local paper.
* By a professional photographer.
* Staff from partner schools/organisations associated with our school.

Students/ Parent Volunteers within our school are **not** permitted to take photographs of the children.

In the case of whole class photographs, these will be purchased by other parents. Photographs with groups of children including your child may be given to other parents. (see Photograph Policy)

We respectfully ask that parents do not take/share photographs of other nursery pupils (from school trips/ events) on social media. **You do not have permission to do this**. We will **never** share photographs of our pupils on the school Facebook page. It is for information purposes only.

**5.** The school will use SeeSaw App as a means of communicating between home and school. We will use this avenue to share important information, document your child’s work and share photographs of their learning. If you do not wish to be included in this, please let a member of staff know.

1. From time to time a child may need comforting if they are upset. We will do this in a sensitive manner always ensuring that the child is comfortable with our actions.

Any of our school policies are available on request from the school.

Parental Consent Record

Child’s Name:………………………………………………………..

In an effort to minimise the amount of paperwork coming and going from school in the first few weeks we have compiled the following sheet for you to give / not give your consent to for various things throughout the school year ahead. Please TICK the boxes if you confirm or leave blank if you **do not** give your consent.

I have received and read the information about Pastoral Care (White Child Protection booklet), bullying, behaviour, comforting, use of photographs, special arrangements for changing children, administering first aid and I agree to all arrangements suggested within.

I have received /read the Exclusion & Infection Control Policy. I understand and will comply with its contents.

I am happy for the school to use SeeSaw App for sharing information with me regarding my child’s learning and achievements including photographs/ samples of work. (Information about the App shared in welcome pack during transition day)

I agree that photographs of my child can be displayed within the school website to represent their learning experiences within nursery.

(Please Note: we will never share photographs of the children on our Facebook page)

I agree that photographs of my child playing within a group of friends be shared with other parents through See Saw App/ end of year memory books.

Signed by Parent/ Guardian:………………………………………………

Date:……………………………………………………………………

**\*Please complete & return to your child’s class teacher**