

St. Mary's Primary School

PASTORAL CARE

**Parent Booklet
of Key Policies**

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EVALUATION

All aspects of the policies enclosed will be monitored and evaluated by the Principal, Staff and Board of Governors and amended as required in light of DENI, CCMS and EDUCATION AUTHORITY circulars. This policy is due for review in the 2019-2020 school year.

PASTORAL CARE POLICY

What is Pastoral Care?

Pastoral Care is a set of systems, procedures and programmes which attempt to meet the totality of needs of children so that each child has the opportunity to reach his/her potential, and is equipped with the skills to cope with life. Pastoral Care addresses social, spiritual, mental, emotional and physical needs.

RATIONALE

In St. Mary's PS we have a responsibility for the care, welfare and safety of all our pupils. We respect each and every individual child and aim to provide a warm and caring environment so that each individual feels safe, secure and valued.

The atmosphere in school is one that encourages ALL children to do their best. We strive to ensure that each individual achieves his/her potential academically, socially, physically, emotionally and spiritually. We recognise that central to the success of this is the involvement of parents and other outside agencies within the community. We *strive* to work in partnership with them to achieve our aims.

Our Pastoral Care is permeated throughout all aspects of school life and is based upon the strong Catholic Ethos which prevails. Mutual respect, tolerance and forgiveness are the values that we promote. In St. Mary's PS, every effort is made for pupils:

- To set and achieve personal, social and academic goals.
- To help gain maximum benefit from their time in school.
- To develop independence of mind and to take responsibility for their actions.
- To develop self-esteem, self-discipline and self-respect.
- To develop an understanding of themselves as individuals, recognising their self-worth, strengths, interests, etc.
- To develop respect and tolerance for others.
- To develop an understanding of the world in which we live.
- To foster relationships where they feel happy and secure.

Children are always encouraged to do their best in all aspects of school life. Class teachers strive to form good working relationships with children in their care and strong and positive links with parents to ensure effective communication exists. Supervisors, Assistants and members of the ancillary staff help to ensure the health and safety of each child and strive to enhance each pupil's learning.

Pastoral Care is fully integrated into the school's daily routines, the delivery of the curriculum and extra-curricular activities. Teachers promote pupils' self-esteem through praise and rewards. Each month, selected pupils from each classroom are awarded a certificate for an aspect of school life, e.g. good work, positive behaviour, teamwork, most improved, co-operation, effort in class, achievement in learning etc.

STAFF DEVELOPMENT AND TRAINING

Aspects of Pastoral Care remain a permanent feature of our School Development Plan and subsequently staff development and training are considered essential to support this. Our ongoing development programme helps staff identify the attitudes, values, skills and knowledge which will enable them to carry out their pastoral roles. Training programmes are accessed through school-based courses and courses through other bodies.

ANTI-BULLYING POLICY

RATIONALE

At St. Mary's Primary School we believe that our pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied. We realise that, if unchecked, bullying can be profoundly damaging to the victim in both the short and longer term, emotionally, physically or both, and can seriously disrupt or impair the capacity to learn and develop.

St. Mary's Primary School is a well-disciplined, well organised and child-centred school and this minimises the occurrence of bullying. Our Anti-bullying Policy is made available to everyone in the school community and is part of the school's overall concern to promote a healthy environment, strong pastoral care and a positive approach to child protection.

The following ANTI-BULLYING CODE is promoted with pupils:

- Be a Buddy - Not a Bully
- Consider how your actions and words make other people feel.
- Do not fight with others.
- Do not threaten others as this can make them very worried and very frightened.
- Do not call people names.
- Treat people the way you want to be treated yourself.
- DO TELL someone if you are bullied or if you witness bullying.
- Say "SORRY" and really mean it.
- Show others that you care.

Bullying is a form of anti-social behaviour. It is **WRONG** and will not be tolerated. Bullying complaints will be dealt with firmly, fairly and promptly.

Physical Bullying <i>examples</i> <ul style="list-style-type: none">• Hitting, pushing• Taking or deliberately damaging people's things• Kicking	Verbal bullying <i>examples</i> <ul style="list-style-type: none">• Name calling• Making insulting or offensive remarks• Making threats
Emotional or indirect bullying <i>examples</i> <ul style="list-style-type: none">• Spreading malicious rumours or nasty stories• Leaving people out of social groups• Sending nasty text messages and e-mails (cyber bullying)	For each of these, the bullying can also be driven by prejudice based on: <ul style="list-style-type: none">• Special Educational Needs and Disability• Race• Gender• Religion

Our message to our pupils is : "Don't put up with it - tell someone now!"

Watch out for the signs of bullying. A child might:

- Not want to go to school
- Often feel ill
- Suddenly become ill when it's time for school
- Appear frightened
- Begin to lag in their schoolwork

- Experience loss of appetite
- Change behaviour, e.g. become aggressive, withdrawn, anxious
- 'Lose' possessions at school
- Cease to communicate with their parents (particularly after school)
- Have regular nightmares, trouble sleeping and / or begin bed-wetting

Our messages to pupils if they are experiencing bullying

In class and in assembly pupils will be reminded to deal with bullying in the following ways.

- Remember that silence is the bully's greatest weapon!
- Do not put up with bullying.
- Do
 - tell an adult, teacher, supervisor
 - tell your parents
 - keep away from the source of trouble
 - tell yourself that you do not deserve to be bullied - it is WRONG
 - be proud of who you are
 - try not to show that you are upset - a bully thrives on your fear
 - stay with a group of friends/people you feel comfortable with
 - be assertive - shout "No". Walk confidently away. Go straight to a teacher or supervisor.

Teachers will take bullying seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

Our messages to pupils if they know someone is experiencing bullying

When someone is being bullied or is distressed - TAKE ACTION. Watching and doing nothing can suggest support for the bullying.

- Inform an adult e.g. teacher, supervisor, immediately.
- Be kind and listen to the victim.
- Do not tolerate bullies in your group of friends.
- Don't ignore bullying - it won't go away.
- Don't be provoked into becoming involved.

As a Parent

- Always take an active role in your child's education. Enquire how their day has been, who they have spent their time with etc.
- If you feel your child may be a victim of bullying behaviour, inform the school immediately. Your complaint will be taken seriously and appropriate action will follow.
- It is important that you advise your child not to fight back. It can make matters worse.
- Assure your child that there is nothing wrong with him/her. It is not his/her fault that they are being bullied.
- Make sure your child is fully aware of the School's Anti-bullying Policy and that they will not be afraid to report any bullying incident and ask for help.

HOW BULLYING IS ADDRESSED THROUGH THE CURRICULUM

We use positive teaching strategies across the curriculum and reward positive behaviours. We participate annually, on a whole-school basis, in the NIABF (Northern Ireland Anti-Bullying Forum) Anti-Bullying Week.

ACTION TAKEN BY THE SCHOOL WHEN BULLYING IS SUSPECTED OR REPORTED

- Talk to the suspected victim, the suspected bully and any witnesses.
- Help and support will be given, as is appropriate, to both the victims and the bullies.
- If any degree of bullying is identified the following action will be taken:-

We will support the victims in the following ways:

- offer them an immediate opportunity to talk about the experience with their class teacher, another teacher or Principal if they choose.
- inform the victim's parents/guardians.
- offer continued support if they feel they need it.

We will discipline yet also try to help the bullies in the following ways:

- by talking about what happened, to discover why they became involved.
- inform the bullies' parents/guardians, where appropriate.
- by continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible.
- by taking one or more of the disciplinary steps described herein.

Bullying is a highly distressing and damaging form of abuse and is not tolerated in St. Mary's PS. All staff are vigilant at all times to the possibility of bullying occurring and we will take immediate steps to stop it from happening, to protect and reassure the victim and to discipline the bully.

Parents of both victim and bully will be contacted when bullying behaviour has been identified.

Any complaint made by a parent/child concerning bullying, will be investigated by the Principal.

The sanctions taken against a pupil who bullies may include loss of privileges or loss of positions of responsibility.

His /Her behaviour will be recorded by the Class Teacher and his/her behaviour will be monitored until staff are satisfied that the problem has been eradicated.

Disciplinary steps to deal with incidents of bullying

1. Bullies will be warned officially to stop offending.
2. Loss of privileges, Golden Time.
3. Parents/Guardians will be informed.
4. If bullying continues, suspension for a fixed time in accordance with school Positive Behaviour Policy.
5. If such behaviour does not end, pupil found bullying will be recommended for permanent exclusion (expulsion) in accordance with Education Authority policy.

It is anticipated that steps 4 and 5 will only be carried out in exceptional or persistent cases and will be executed in line with Education Authority procedures.

POSITIVE BEHAVIOUR POLICY

RATIONALE

St. Mary's Primary School is a caring community and we believe that rewarding good behaviour and providing encouragement promotes a climate of consideration for others and encourages good behaviour rather than merely deterring negative behaviour. Teachers will reward incidents of good/positive behaviour and record/report unacceptable behaviour to the Principal.

At St. Mary's Primary School we follow these Golden Rules:

1. We listen.
2. We look after property.
3. We work hard.
4. We are kind.
5. We are honest.
6. We are gentle.

AIMS OF THE POSITIVE BEHAVIOUR POLICY

- To ensure that every member of the school community feels valued and respected.
- To support the way in which all members of this school community can live and work together in an environment that is happy, safe and secure and where effective learning can take place.
- To promote teaching and learning through the building of good relationships based on mutual respect and consideration for others.
- To help children grow in a safe, happy and secure environment and become positive, responsible and independent members of the community.
- To reward good behaviour and provide encouragement and stimulation to all pupils.
- To treat all children fairly and apply this policy in a consistent way.
- To ensure that children are aware of school rules and the 'Code of Conduct'.
- To teach, through the school curriculum, values and attitudes as well as knowledge and skills, in order to promote responsible behaviour, self-discipline and respect for self, others and the world around us.

A POSITIVE APPROACH

Pupils will be rewarded for **positive behaviour**. We will use a positive system of rewards, which will include:

1. Verbal praise
2. Positive comments in books
3. The use of stars/smiley faces on charts, books etc.
4. Exhibiting good work in class or corridor
5. Implementation of the 'Golden Rules' and 'Golden Time' Behaviour Scheme
6. Special mention in class or at Assembly
7. Informal referral or recommendation to the Principal

PUPIL CODE OF CONDUCT

All pupils at St. Mary's Primary School have the right to an education which offers them every opportunity to attain their full potential (*United Nations Convention on the Rights of the Child – Article 28*). The Principal, Teaching Staff and Support Staff are here to create the circumstances to allow this to happen. Governors, parents and the wider community also assist in this process. In order for this to be achieved it is essential that **every member** of the school community acknowledges and reflects the values promoted by the school:

- Respect self, fellow pupils, teachers and other adults
- Respect own and other people's property
- Be courteous, well-mannered and well-behaved
- Be honest, trusting and hard-working
- Take responsibility for words and actions
- Be friendly and co-operative
- Show tolerance towards others

PUPIL CODE OF CONDUCT

As a pupil, I will:-

- come to school on time
- be prepared, do my homework and bring all the books and items I need to school
- do my work to the best of my ability
- work well with others in my group
- do as my teacher or supervisor asks
- not shout, swear or use bad language
- walk inside school buildings
- take care of my books and school equipment
- help to look after the school buildings and grounds
- not steal, fight or bully
- wear my school uniform with pride.

As a pupil, I know that the following behaviour is unacceptable:

- physical violence, bullying, threatening behaviour
- using bad language
- being disruptive in class, in the Canteen, when lining up, in the playground or in the corridor or anywhere on the school premises.

CONSEQUENCES IN RELATION TO POOR/INAPPROPRIATE BEHAVIOUR

Failure to abide by the principles of the Pupil Code of Conduct or to obey school rules may result in the following punishments or sanctions being applied:

- The pupil's behaviour will be recorded by the Class Teacher and, if necessary, be reported to the Principal.
- The pupil will be told that his/her behaviour is unacceptable, given the opportunity to discuss the situation and will be encouraged to modify that behaviour.
- Disruptive behaviour in class/school may result in a child being isolated from his/her peers and
 - seated at a single desk, near the teacher;
 - asked to work for a short time in another classroom;

- asked to sit and reflect on actions;
- asked to explain actions to the Principal.
- Persistent disregard for school rules, or a behaviour that is deemed unacceptable or dangerous – whether in the classroom, canteen, playground or school environment - will result in a supervised playtime or lunchtime ‘time out’. These incidents will be monitored and parents/carers will be informed and invited to speak to the teacher and/or Principal after 3 incidences.
- If no improvement in behaviour or attitude is evident, the pupil will be placed on a daily report, so that behaviour can be closely monitored and parents will be informed.
- All failures to comply with policy will be documented and, after consultation with the Principal and Special Needs Co-ordinator, the child may be placed on the Special Needs Register at Level 2 for ‘Behaviour’ or the school may seek advice or assistance from other professionals e.g. Educational Welfare Officer, Educational Psychologist, Behaviour Management Team. At this stage, the child may be placed at Level 3 on the Special Needs Register for ‘Behaviour’.
- Withdrawal of privileges may be applied. These will be appropriate to the situation and the age of the child and parents will be informed as necessary. Care will be taken not to jeopardise the delivery of the curriculum but sanctions may involve:-
 - exclusion from selection for an event outside of school;
 - exclusion from a school-organised outing or trip;
 - arrangement for the parent(s) or carer(s) to take a pupil home at lunchtime - and then return to school - for a block of one, two or more weeks;
 - implementation of a reduced school day for a block of one, two or more weeks.
- Extremely serious misconduct may result in suspension or expulsion under the terms set out by the Department of Education/Education Authority.

The following are regarded by the Department and the Education Authority as valid reasons for suspension or expulsion:

- Disruptive behaviour in class
- Persistent bullying of a pupil
- Physical attack on a pupil or member of staff
- Verbal abuse of a pupil or member of staff
- Persistent infringements of relatively minor school rules
- Significant damage to school, staff or pupils’ property, either in or outside school.

A very serious problem may result in the normal procedures being abandoned and a parent(s) being requested to take a child home straight away.

THE ROLE OF PARENTS

Parents have a **vital** role to play in their children’s education. It is very important that they support their child’s learning and co-operate with the school. Parents are asked to reinforce the standard of behaviour and discipline expected in St. Mary’s PS. If the values encouraged in school are also given credence at home, then this consistency creates the kind of environment where growing and learning can effectively take place.

Parents are always welcome to discuss their child’s progress or any other issue of concern they may have. To accommodate parents in this, and to ensure they receive an adequate period of uninterrupted time, parents are asked to contact the school and make an appointment to meet the child’s Teacher and/or Principal.

THE ROLE OF GOVERNORS

The Governors have endorsed this policy and, with the Principal, will review its effectiveness. They will ensure that the policy is administered fairly and consistently.

This Positive Behaviour Policy will be reviewed and updated regularly.

SUPPORTING POLICIES

While all policies and procedures within the school take cognisance of the pastoral care of pupils and staff, some specifically support it in particular ways:

- Health and Safety
- Drugs/Misuse of Substances
- Child Protection
- Acceptable use of the Internet
- Special Educational Needs

All of these policies are available upon request.

INTIMATE CARE POLICY

The 'Intimate Care Policy and Guidelines Regarding Children' have been developed to safeguard children and staff in school and apply to everyone involved in the intimate care of children.

DEFINITION

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Toileting
- Feeding
- Oral Care
- Washing
- Dressing/undressing
- Menstrual Care
- Photographs
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are consistent as possible.

OUR SCHOOL'S RESPONSIBILITIES

The school undertakes Vetting procedures as required, including:

- Access NI checks;
- Pre-employment checks;
- Two independent references.

The Principal ensures that all staff undertaking the intimate care of children are familiar with and understand the 'Intimate Care Policy and Guidelines' together with associated Policy and Procedure eg. ACPC Regional Policy and Procedures 2005, Safeguarding Vulnerable Groups (Northern Ireland) Order 2007. All staff fully understand the 'Intimate Care Policy and Guidelines' within the context of their work. Some staff in school undertake specific intimate care tasks for pupils with identified needs.

Intimate care arrangements are agreed by the school, parents/carers and child (if appropriate).

Staff do not undertake any aspect of intimate care that has not been agreed between the school, parents/carers and child (if appropriate).

Intimate care arrangements are recorded in the child's personal file and consent forms signed by the parents/carers and child (if appropriate).

GUIDELINES FOR GOOD PRACTICE

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Staff are aware that some adults may use intimate care as an opportunity to abuse children. Adhering to these guidelines of good practice should safeguard children and staff.

Involving the child in their intimate care

The school tries to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent, the staff talk with them about what is going to be done and give them choice where possible.

Treating every child with dignity and respect and ensuring privacy appropriate to the child's age and situation

The practice of providing one-one intimate care of a child alone is supported, unless the activity requires two persons for the greater comfort/safety of the child or the child prefers two persons to be present.

Making sure practice in intimate care is consistent

As a child can have multiple carers, a consistent approach to care is essential. Effective communication between parent/carers/agencies ensures practice is consistent.

Being aware of own limitations

The school will only carry out activities that staff understand and feel competent and confident to carry out. Some procedures must only be carried out by staff that have been formally trained and assessed.

Reporting concerns

When administering intimate care, if a member of staff observes any unusual behaviour, markings, discolourations or swelling, this will be reported immediately to the Designated Teacher for Child Protection, Mrs Carole McAuley (Principal). A written record of concerns will be made and kept in the child's personal file. Parents/carers will be informed about concerns.

WORKING WITH CHILDREN OF THE OPPOSITE SEX

Principles

- The individual child's safety, dignity and privacy are of paramount importance.
- There is a positive value in both male and female staff being involved with children.
- Ideally, every child should have the choice of carer for all their intimate care.

Intimate Care

The intimate care of boys/girls can be carried out by a member of staff with the following provisions:

- The delivery of intimate care will be governed by the school's professional Code of Conduct in conjunction with school policy and procedures.
- When intimate care is being carried out, **all** children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place.
- If a child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Staff will then try to ascertain why the child is distressed and provide reassurance. Staff will also report concerns to the school's 'Designated Teacher for Child Protection' and make a written record. Parent/carers will be informed about concerns.

SUMMARY OF EMERGENCY ACTION WHERE CHILDREN REQUIRE INTIMATE CARE

Should your child require emergency intimate care, the following steps will be taken:

- 1) Contact will be made with a parent to arrange for the parent to come to school to change the child.
- 2) If a parent cannot be contacted or cannot come to school promptly, two members of staff will undertake intimate care duties in line with the school's Policy and Guidelines. For a child who can independently change, staff will supervise this. For a child that requires help, this will be provided.

FIRST AID POLICY

The Principal and Board of Governors of St. Mary's Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors to the School.

The staff of St. Mary's Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the Education Authority procedure for reporting accidents.

INTRODUCTION

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and, where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

STATEMENT OF FIRST AID PROVISION

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using the relevant form to the Education Authority;
- Record all occasions when First Aid is administered to employees, pupils and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that First Aid treatment was given to the child.

ARRANGEMENTS FOR FIRST AID

The school's Nursery, Year 1 and Year 2 staff are trained First Aiders. The School provides materials, equipment and facilities to provide First Aid.

Before undertaking any off-site activities the level of first aid provision will be assessed by the Teacher(s) in charge of the visit who will ensure a First Aid Kit is taken along.

INFORMATION ON FIRST AID ARRANGEMENTS

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

ACCIDENTS INVOLVING BUMPS TO A PUPIL'S HEAD

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. Where emergency treatment is not required a 'Head Bump' notification will be provided to the parent/guardian by telephone or, if no contact can be made with parent/guardian, in writing.

TRANSPORT TO HOSPITAL

The Principal, or person in charge in her absence, will determine the appropriate action to be taken in each case.

Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility.

If no contact can be made with parent/guardian, or other designated emergency contacts, then the Principal, or person in charge in her absence, may decide to transport the pupil to the hospital.

Where the Principal, or person in charge in her absence, makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

ADMINISTRATION OF MEDICATION POLICY

The Board of Governors and staff of St. Mary's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

Please note that parents should keep their children at home if acutely unwell or infectious.

NON-PRESCRIBED MEDICATION

Staff will not usually give a non-prescribed medicine to a child. This, however, does not prevent a parent/carer from making an arrangement with the school through the Principal to visit the school to administer non-prescribed medication where needed during a school day.

PRESCRIBED MEDICATION

- The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking **prescribed medication** during the school day **where those members of staff have volunteered to do so.**
- Parents are responsible for providing the Principal with **comprehensive information regarding a pupil's condition and medication.**
- Prescribed medication will not be accepted in school without **complete written and signed instructions from the parent using for example, Forms AM1, AM2 and/or AM3 (all available from the school office).**

General information relating to Prescribed Medication

- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered to the Principal or Class Teacher in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**
- Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils. All medication to be administered in school will be kept in the Main Office.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Where administration of medication is requested, relevant form(s) must be completed in advance by parents/carers and presented to the Principal (with consultation as necessary).

Where a child's Medication Plan or the administration of prescribed medication comes to an end or needs to change, it is the responsibility of the parent(s) to notify the school in writing.

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____ **Review Date** _____
 Name of Pupil _____
 Date of Birth ____ / ____ / ____
 Class _____
 National Health Number _____
 Medical Diagnosis _____

Contact Information

1 Family contact 1

Name _____
 Phone No: (home/mobile) _____ (work) _____
 Relationship _____

2 Family contact 2

Name _____
 Phone No: (home/mobile) _____ (work) _____
 Relationship _____

3 GP

Name _____
 Phone No _____

4 Clinic/Hospital Contact

Name _____
 Phone No: _____

Plan prepared by:

Name _____
 Designation _____ Date _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

Members of staff trained to administer medication for this child
 (state if different for off-site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____
Parent/carer

Date _____

Distribution
School Doctor _____

School Nurse _____

Parent _____

Other _____

REQUEST FOR A SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

This form must be completed by parents/carers.

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine.

Details of Pupil

Surname _____ Forename(s) _____
Address _____

Date of Birth / / _____ M F

Class _____
Condition or illness _____

Medication:

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container) _____
Date dispensed _____
Expiry Date _____

Full Directions for use:

Dosage and method _____

NB Dosage can only be changed on a Doctor's instructions

Timing _____
Special precautions _____
Are there any side effects that the School needs to know about?

Self-Administration _____ Yes/No (delete as appropriate)

Procedures to take in an Emergency

Contact Details

Name _____
Phone No: (home/mobile) _____
(work) _____
Relationship to Pupil _____
Address _____

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s) _____ **Date** _____

Agreement of Principal

I agree that _____ (name of child) will receive_____

_____ (quantity and name of medicine) every day at _____
(time(s) medicine to be administered eg morning break or lunchtime).

This child will be given/supervised whilst he/she takes their medication by
_____ (name of staff member)

This arrangement will continue until _____ (either end date of course of medicine or
until instructed by parents)

Signed _____
(The Principal)

Date _____

REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers.

Details of Pupil

Surname _____ Forenames(s) _____

Address _____

Date of Birth ____ / ____ / ____

Class _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine _____

Procedures to be taken in an emergency _____

Contact Details

Name _____

Phone No: (home/mobile) _____
(work) _____

Relationship to child _____

I would like my child to keep his/her medication on him/her for use as necessary.

Signed _____ **Date** _____

Relationship to child _____

Agreement of Principal

I agree that _____ (name of child) will be allowed to carry and self-administer his/her medication whilst in school and that this arrangement will continue until _____ (either end date of course of medication or until instructed by parents)

Signed _____ **Date** _____

The Principal/authorised member of staff

E-SAFETY POLICY

INTRODUCTION

Information and Communications Technology (ICT) covers a wide range of resources including web-based and mobile learning. Currently the internet technologies children and young people are using, both inside and outside of the classroom, include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Whilst these ICT resources can be exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with the use of Internet technologies. In St. Mary's Primary School we understand the responsibility to educate our pupils in e-Safety issues. We aim to teach them appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

The Internet

The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications' channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. This brings young people into contact with people from all sectors of society and with a wide variety of materials, some of which could be unsuitable.

Key Concerns are:

Potential Contact

Children may come into contact with someone online who may wish to harm them. Some adults use social networks, chat rooms or e-mail to communicate with children for inappropriate reasons.

Children should be taught that:

- People are not always who they say they are;
- "Stranger Danger" applies to people encountered through the Internet;
- Personal details should never be given out;
- They should never meet alone anyone contacted via the Internet;

- Once they publish information it can be disseminated with ease and cannot be destroyed.

Inappropriate Content

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet. Some material is published for an adult audience and is unsuitable for children. Materials may express extreme views, e.g. some use the web to publish information which would be restricted elsewhere. Materials may contain misleading and inaccurate information, e.g. some use the web to promote activities which are harmful.

Children should be taught:

- That information on the Internet is not always accurate or true;
- To question the source of information;
- How to respond to unsuitable materials or requests by telling an adult immediately.

Roles and Responsibilities

The Principal and Board of Governors have ultimate responsibility to ensure that this policy and its implementation is embedded and monitored. The ICT Co-ordinator has responsibility for leading and monitoring the implementation of e-safety throughout the school. The ICT Co-ordinator will keep abreast of current e-safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet.

This policy, supported by the school's Acceptable Use Agreement for staff and pupils, is to protect the interests and safety of the whole school community. It is linked to other school policies including Child Protection, Pastoral Care, Anti-bullying, ICT, Discipline and Health and Safety.

The e-Safety policy and its implementation will be reviewed annually.

E-Safety Information for Staff

- All staff receive information and training on e-Safety issues through the ICT Co-ordinator as necessary.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- New staff members receive information on the school's Acceptable Use Agreement as part of their induction.
- All staff are encouraged to incorporate e-Safety activities and awareness within their lessons.

E-Safety Information for Parents/Carers

- Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of their child.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website.
- The school will communicate relevant e-Safety information through newsletters and the school website.
- Parents should remember that it is important to promote e-Safety in the home and to monitor Internet use.
 - Keep the computer in a communal area of the home.
 - Be aware that children have access to the internet via gaming stations and portable technologies such as smart phones.
 - Monitor online time and be aware of excessive hours spent on the Internet.

- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet.
- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.
- Discuss the fact that there are websites/social networking activities which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information online.
- Remind children that people online may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet online.
- Be aware that children may be using the Internet in places, other than in their own home or at school, and that this internet access use may not be filtered or supervised.

Teaching and Learning

- The school will plan and provide opportunities within a range of curriculum areas to teach e-Safety.
- The school's Internet access is filtered through the C2k managed service. No filtering service is 100% effective therefore all children's use of the Internet is supervised by an adult.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Use of the Internet is a planned activity. Children are taught to use the Internet in response to a need, e.g. a question which has arisen from work in class.
- The school will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the curriculum.
- Pupils are aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies.

Social Networking

- The school C2k system will block access to social networking sites.
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them. Such pupils will be advised never to give out personal details of any kind which may identify them or their location.
- School staff will not add children as 'friends' if they use these sites.

Mobile Technologies

- The use of portable media such as memory sticks and external hard drives will be monitored closely as potential sources of computer virus and inappropriate material.
- Staff will not store pupils' personal data and photographs on memory sticks/mobile phones or use personal mobile phones during designated teaching sessions.
- Pupils are not allowed to use personal mobile devices/phones in school.

Managing Video-conferencing

- Videoconferencing will be via the C2k network to ensure quality of service and security and will be appropriately supervised.

Publishing Pupils' Images and Work

- At the start of each school year, written permission from parents/carers will be obtained before photographs of pupils are published on the school website. Parents/carers may withdraw permission, in writing, at any time.
- Photographs that include pupils will be selected carefully and **will not** enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the school website, particularly in association with photographs.
- Pupils' work will only be published by outside agencies with the permission of the pupil and parents.

Password Security

- Adult users on the C2k school managed system are provided with individual login details which are not shared with pupils.
- All pupils are provided with an individual login username and password.
- Pupils are not allowed to deliberately access files on the school network which belong to their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network.

Handling e-Safety Complaints:

- Complaints of Internet misuse will be dealt with in accordance with normal Complaints procedures. Complaints of a Child Protection nature must be dealt with in accordance with school Child Protection procedures.

E-SAFETY SMART TIPS

S

Secret - Always keep your name, address, phone number and password private – it's like giving out the keys to your home!

M

Meeting someone you have contacted online can be dangerous. Only do so with your parent's/carer's permission, and then only when they can be present.

A

Accepting e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

R

Remember, someone online may be lying and not be who they say they are.

T

Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

SMART Tips from, "Helping your parents be cool about the Internet" produced by the 'Northern Area Child Protection Committees'.

ACCEPTABLE USE OF THE INTERNET POLICY

Pupils should know that they are responsible for their acceptable use of the Internet. Pupils must discuss and agree rules for 'acceptable use'. Parents are also asked to be aware of the code, discuss it with their child/children and confirm that their children will follow these rules:

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the Internet for research and school purposes only.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with I will tell a teacher/staff member immediately.
- I will not bring in memory sticks or CD-Roms from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files and may monitor the Internet sites that I visit.
- I will always quote the source of any information gained from the Internet (i.e. the web address) in the documents I produce.
- I understand that if I deliberately break these rules I could be stopped from using the Internet and my parents/carers informed.