

Pastoral Care Policy

SAINT JOSEPH'S



NURSERY SCHOOL

Saint Joseph's Nursery
52 Greystone Road
Antrim

Saint Joseph's Nursery School – Pastoral Care Policy

In Saint Joseph's Nursery School Pastoral care is concerned with creating a caring, secure, community in which every member feels valued, supported and happy. All staff will strive to work in line with the ethos of the school.

Staff aim to provide a pre-school experience which is welcoming, child focused, open and inclusive, and one that will positively introduce each child to education. Pastoral Care is looking after the child's whole development in a positive way, thus enabling them to cope more effectively with their learning in school and to develop skills and attitudes which will enable them to understand themselves and develop their relationships with others.

The Pastoral care Policy should be regarded as an extension of the School aims and a preface to our Positive Behaviour Policy. In fact, there are elements of Pastoral care in all aspects of the nursery school.

Pastoral care is a shared responsibility by all staff and is promoted through all aspects of school life and throughout all areas of the curriculum teaching and learning. The pastoral care ethos is also promoted through the hidden curriculum including school ethos, staff-pupil relationships, physical environment, partnerships with parents and through the implementation of a fair behaviour management policy (see separate Positive Behaviour Policy).

Purposes for Pastoral Care Provision

- To support the child's personal needs;
- Be aware each child is an individual with talents, abilities, needs, aspirations and having a knowledge of their background;
- To identify areas and issues which are likely to adversely affect a child's learning and to bring about early intervention;
- Encourage children to be responsible for their actions, behaviour and emotions;
- To facilitate the development of good relationships between staff and children, children and other children, staff and other adults;
- To involve parents and other agencies as early and as positively as possible in relation to any difficulties which may arise;
- To contribute to the provision of the climate, the motivation and the skills which facilitate learning;
- To make available relevant information through the development of effective communication and record systems.

Principles for Pastoral Care

Ethos

We will endeavor to create a happy, friendly, open relationship between staff, parents and children. We promote Christian values in which children are valued and can reach their full potential in their personal, moral, spiritual, and academic development.

Staff will promote a positive attitude to behaviour and will support all children in every aspect of their development. They will build up understanding and knowledge of each child as an individual supporting their needs and interests.

Children will be involved in a wide range of activities, indoors and outdoors, which suit all abilities and allow everyone to experience success. Every opportunity will be taken by staff to praise children for any contributions made.

Communication

It is recognized that effective communication between staff, parents and children will be crucial in creating a positive, supportive climate and that is essential for providing pastoral care. The development of essential links with other professionals will also enhance the service offered to our children.

Parental Liaison

The school recognises the role of parents as the prime educator of children in the early years. Staff will value the role of parents and work to create a genuine and active partnership between home and school. Regular effective two-way communication with parents is important as a sound basis for Pastoral Care. Parents will be welcomed into the nursery school initially during the induction and settling in period when they may stay for as long as they feel their child needs the support. There will be an atmosphere of trust and respect fostered and we will encourage the support of any vetted volunteers (if applicable) to assist in the daily programme. Parent volunteers will be an asset to our school.

- Formation of a Parents' Association will be encouraged and input from all parents welcomed.
- There will be early intervention when an issue/problem is affecting the welfare or progress of a child. Parents will be approached to discuss serious problems; however, in building good relationships with our children *it is important not to report negatively to parents on slight misdemeanours that may occur.*
- Recognition of the success of parental involvement will be communicated to parents as necessary.

Children as Individuals

Each child is a unique individual. The child's views and attitudes are established by his/her experiences as part of a family and community. In order to plan learning experiences that will meet each child's needs we will try to find out as much as possible about each child and build on this. During the induction meeting in May/June each child/parent will be given their own personal 'Me' booklet. This contains information for the parent and includes the child's symbol and a section for collecting special information about each individual child. The parent and child are encouraged to work on the booklet together and then to bring it to school in September when the child is starting. The information gathered will allow staff to build up a picture of the child's family, pets, favourite colours, nursery rhymes etc., and can be used when talking to the child to help them settle into their new environment. Over the course of the year with us, relevant observations of achievements in terms of each child's all-round development will be recorded and shared with the parent. Parents are also encouraged to share their child's achievements at home.

Staff will complete an initial profile/record during the first weeks of each child starting school. Parents will have an opportunity to discuss how their child has settled into school during the 'settling in' meeting.

During the year parents will also be invited in for a 'mid year' report. Parents will be given a verbal and written report explaining how their child is developing. An end of year profile (CCEA transition report) will also be completed in June, discussed with the parent and a copy forwarded to the child's future primary school with the parents' permission.

Early identification and assessment is the key to providing an appropriate individual educational programme for each child.

Parents are encouraged to chat informally to the staff at other times, during the year such as before and after school or by arranging a specific appointment if they have particular concerns.

Objectives for the pupils

- Learn to share with others and play co-operatively.
- Learn to play purposefully indoors, outdoors and in the natural spaces available in the nursery allowing curiosity and new interests to develop.
- Choose and explore a wide range of activities and resources which allow them to freely express themselves and be creative.
- Share thoughts, ideas and feelings to adults and children.
- Experience and communicate the wonder, joy and excitement of books, stories, songs, rhymes and music.
- Develop self-discipline, self-respect and a respect and understanding for other people and their way of life.
- Grow in confidence and have increased self esteem through successes and a positive self-image.
- Develop an understanding and respect for the world in which they live.

Positive behaviour Management Strategies

Staff in Saint Joseph's Nursery School recognise that young children need help and to develop in their ability to share and take turns, co-operate, negotiate and make independent and positive choices.

Staff aim to promote a positive discipline approach in each class providing a framework for each child/children to experience successes, take pride in their achievements, feel loved and valued and have an opportunity to build on their self-esteem.

Occasionally children may engage in behaviour which is unwanted or undesirable. This unwanted behaviour usually involves pushing, biting or nipping. These incidents are dealt with in accordance with our positive behaviour policy and through the use of conflict resolution techniques. Where children are experiencing behavioural difficulties and have not responded to our behaviour management strategies, or through use of the the Code of Practice, EA support shall be sought.

Staff aim to provide a rich variety of play activities and other experiences, which motivate and challenge children, in an environment which is both supportive and child led. If children are to develop in such an environment, they need to have daily routines and be aware of their boundaries. Children will be expected to behave in an acceptable way and our regularly reminded of the 'rainbow rules and routines' in the nursery. This a simple but effective code of behaviour. Positive behaviour is always acknowledged as it acts as a motivator for the children encouraging them to repeat appropriate behaviours. Parents are encouraged to reinforce this code at home.

Addressing Bullying in the nursery

In Saint Joseph's Nursery School, we believe all forms of bullying behaviour are unacceptable and that all children have the right to learn in a safe, caring, friendly and supported environment. Saint Joseph's Nursery School's core values are that every child will feel safe, and valued in school so that they can meet their full potential and be the best that they can be.

We aim to provide an environment that allows children to feel happy in school. We want parents/carers to feel confident that their children are safe and cared for and that incidents when they do arise, are dealt with promptly and appropriately. As a school committed to Rights Respecting values, we work to promote a rights ethos where children are safe, can freely express their opinions and feel valued.

Through our curriculum children will gain an understanding of what bullying is, what it looks like and what they can do if they feel they or others are unsafe. Bullying behaviours and attitudes are addressed through curricular intervention aimed at the prevention of bullying. Anti-bullying is discussed during small group time, welcome and story time, free play and through the development of Personal, Social and Emotional Development curriculum content.

All staff in the nursery are aware they have a responsibility for the care, welfare and safety of all children in the school and will take reasonable care to ensure that the children's welfare and their safety is protected.

All reports of bullying concerns received from pupils and/or parents/carers will be responded to in line with the Addressing Bullying Policy. Staff actions aim to prevent bullying and to create a safe learning environment for all children. Anti-bullying messages

- Will help to raise awareness and understanding of positive behaviour, as set out in our Positive Behaviour Policy.
- Promoted through the curriculum e.g through small group discussions, welcome time, story time, when situations arise relating to bullying, positive behaviour and inclusion.
- Will create opportunities to talk about what bullying looks like, how and why it can happen.
- Will use the curriculum and shared education opportunities to allow children to explore, understand and respond to difference and diversity.
- Through our preventative curriculum will actively promote positive emotional health and wellbeing (eg. Use of mindfulness, well being, AMBER training)

Fostering Equal Opportunities

All children will be helped to recognise that there are many different ways of seeing and understanding in the world. Children's self-image will be enhanced when their cultural beliefs, gender and the lifestyle of their families are respected, acknowledged and used in the planning of educational experiences and activities. Their learning experiences will also be enriched. All children will be given equal opportunities to participate fully in all areas of play and use of tools and resources.

Health and Safety

When a child is sick or injured, the school will make every effort to contact the parent. If, in the opinion of a teacher, a child needs hospital treatment urgently, an ambulance will be called and the child will be accompanied to hospital by a member of staff. The staff remaining in school will ensure that the parent and/or other emergency contact person is notified as soon as possible and goes directly to the hospital. In all cases it will be school policy to act in the best interests of the child.

If a pupil attends school with an **infectious disease**, parents/carers will be contacted by the Principal and informed of the necessary exclusion period. Parents carers are advised to inform the school about any infectious disease that their child may have.

In the event of a case of **head lice**, parents will be informed that there is a case of head lice in the school and appropriate advice will be given. The source of the head lice will remain anonymous.

Teachers will be sensitive to the needs of pupils suffering from **trauma or due to family problems** (death, separation, divorce). Appropriate allowances will be made for children and families affected. The support of outreach services can be sought, as appropriate and in partnership between home and school.

Administration of Medication

In general, staff are not advised to administer medicines to children but if a child requires medication during the school day, parental consent will be required to formally authorise the administration of this. **(Appendix 1)**

Medical Action Plans will be completed for all pupils on the medical register and these are shared with parents/carers for accuracy. All staff are made aware of these action plans and all pupils on the medical register are known to staff and students.

Saint Joseph's Nursery School is a nut free zone and all parents/ carers have been made aware of this during the Induction process.

Coping with Emergencies

Fire drills are carried out each term and all staff and pupils are made aware of evacuation procedure and assembly points in the school ground. If the school grounds have to be evacuated, all pupils will be taken to Saint Joseph's Primary School or the Parish Centre for collection by their parents. In the event of a major incident, the school also has in place a Critical Incident Plan.

Special Educational Needs

In Saint Joseph's Nursery School we promote an inclusive ethos, all pupils will be offered access to a broad, balanced and relevant curriculum, and every pupil will be encouraged to develop to their full potential while being educated alongside their peers. At Saint Joseph's Nursery we celebrate all achievements and recognise individuality. All staff are committed to working towards minimising barriers to learning for all the children.

Intimate Care

Saint Joseph's Nursery School is committed to ensuring that all staff responsible for the intimate care of children will carry out their role in a professional manner. The school takes its responsibility seriously to safeguard and promote the welfare of the children and young people in its care.

Staff recognise that there is a need for children and young people to be treated with respect when intimate care is given. Staff will always try to give the child as much privacy as possible to limit any embarrassment, pain or distress.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Healthy Lifestyles

At Saint Joseph's Nursery School, we aim to help our children begin to understand the importance and benefits of leading a healthy lifestyle. Through small group discussion, snack and dinner time, story time and during play, children will gain some understanding of activities that can be either beneficial or detrimental to their health. The school also operates a Healthy Breaks Policy.

Well-being

In Saint Joseph's Nursery School staff understand that feelings of wellbeing are fundamental to the overall health of our children, enabling them to successfully overcome difficulties and achieve what they want out of life. A child's wellbeing will be affected by the wellbeing of their parents and family. In saint Joseph's we provide a mental health and well-being program for parent and children.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.

Appendix 1

AM1 Medication Plan

AM2 Request for a school to administer medication

NAME OF SCHOOL _____

FORM AM1

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 _____

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

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 lunchtime or
afternoon break).

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 _____ **Date** _____
(The Principal/authorised member of staff)

The original should be retained on the school file and a copy sent to the
parents to confirm the school's agreement to administer medication to the
named pupil.