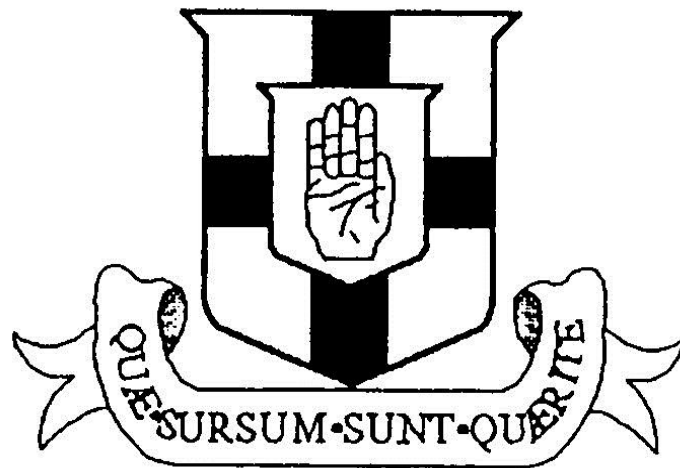


# Pastoral Care

## Information Pack



**Friends' School Preparatory Department**

**September 2016**



## Friends' School

6 Magheralave Road, Lisburn

Co Antrim BT28 3BH

Tel: 028 9266 2156 Fax: 028 9267 2134

Sept 2016

Dear Parent

Our Pastoral Care Pack is issued each year to the parents of Pre-Prep, P1, P3, P5 and P7 pupils. Parents therefore receive this information every two years in accordance with best practice standards.

Included in this pack is a pupil information section entitled 'Don't Bully Me' which you may wish to discuss, or use as a basis for discussion, with each child in your family. Children must be made aware of the importance of talking to an adult at home or in school. They should be reassured that teachers will listen to them and deal with their problems.

Concerns can only be resolved if reported to school and with parents' support. We believe in open contact between parents and staff and are committed to providing a safe and caring environment for all our pupils.

Please complete the attached slip and return it to your child's class teacher.

Yours sincerely

\_\_\_\_\_  
Cathy A Aughey  
Head of Preparatory Department

\_\_\_\_\_  
Alison Johnston  
Pastoral Care Co-ordinator

Name : \_\_\_\_\_

My child is in:      Pre-Prep       P1       P3       P5       P7

I have received and read the Pastoral Care / Child Protection Pack issued by the Prep Department

Signed : \_\_\_\_\_

Comment

|  |
|--|
|  |
|--|

## **Friends' School Preparatory Department**

### **Child Protection and Safeguarding Team**

Principal → Mr S Moore

Designated member of  
Board of Governors → Prof Alan Woodside

Vice Principal → Mr P Elliott

Prep Designated Teacher → Mrs A Johnston

Prep Deputy Teacher → Mrs C Aughey

Pre-Prep Leader → Ms S Carey

# Friends' School Preparatory Department

## Child Protection Policy

### Parent Information

#### Background

- The Preparatory Department, as an integral part of Friends' School, will adhere to the Policy and Procedures set down in the Child Protection Policy for Friends' School.
- This policy takes into account the ethos of the whole school, the rights of children under the Children (NI) Order 1995 and the guidance contained in the DE publication 'Pastoral Care in Schools: Child Protection'.
- Refer to Friends' School Child Protection Policy.

#### Responsibilities

- In the Preparatory Department Mrs Alison Johnston is the Designated Teacher and Mrs Cathy Aughey is the Deputy Designated Teacher.
- As the Designated Teacher, Mrs Johnston should be informed of any concerns and her responsibilities will be as follows:-
  - implementing all appropriate procedures, including the immediate safeguarding of a child at risk
  - liaising with the appropriate class teacher
  - informing and conferring with the Principal and Vice-Principal (Pastoral)
  - contacting parents
  - liaising with outside agencies, including the Clinical Medical Officer and Social Services
  - collating details of all reports and concerns
  - reviewing child protection policy and procedures annually
  - disseminating information.
- In the absence of the Designated Teacher, the Deputy Designated Teacher assumes responsibility and consults with the appropriate class teacher.

- All teaching staff and non-teaching staff have a duty to:-
  - be alert to the signs of actual or suspected abuse or neglect
  - report concerns to the Designated Teacher (or deputy) in the first instance
  - keep brief written records of details
  - ensure that their professional conduct is prudent and leaves no grounds for misinterpretation in relation to child protection (refer to Friends' School "Contact with Children: Code of Conduct")
  - be aware of the contents of the booklet 'Pastoral Care in Schools: Child Protection' referring to this whenever necessary.

## Procedures

- Parents wishing to register their concern about their child's welfare in school should take one of the following course of action:
  - speak or write to the child's class teacher
  - speak or write to the Head of the Preparatory Department
  - write to the Chairman of the Board of Governors
 the course chosen will depend on the nature of the complaint.
  - all concerns will be followed up and, where appropriate, will be investigated under the School's Complaint Procedure. (Refer to Complaints Procedure Policy for Child Protection).

## Conclusion

The experiences which children gain from school depend upon relationships of trust between teachers and pupils and from a feeling of security within the school environment. However, the area of child abuse is difficult and sensitive. It is hoped that this policy will draw attention to areas of potential risk and will offer guidance to staff in protecting themselves against accusation and in respecting the rights of children in their care. Any teacher or other members of staff who complies with the school procedures and guidance and who acts in good faith will receive the full support of the Board of Governors and will not be legally or financially liable.

Parent wishing to view the complete Child Protection Policy and Procedures may contact Mrs Aughey or Mrs Robinson.

## Child Protection (Pre Prep)

We have a responsibility towards the children in our care and each child has a fundamental right to be protected from harm.

Your first point of contact about a child protection issue in the Pre-Prep is the Pre-Prep Leader, Ms Sandra Carey.

In the Prep Department, Mrs Alison Johnston is the Designation Teacher (DT) for Child Protection and Mrs Cathy Aughey is the Deputy Designated Teacher (DDT). Together the Pre-Prep Leader, DT and DDT work together as the Safeguarding Team. They will do whatever is reasonable to safeguard the welfare of the Pre-Prep pupils. Advice may be sought from Mr Philip Elliott VP Pastoral in the Grammar School.

Please make Pre-Prep staff aware who will be collecting your child each day. Children will not be handed over to an unknown adult.

# Friends' School Preparatory Department

## Guidelines for Complaints (Child Protection)

### Rationale

These guidelines relate to issues pertaining to Child Protection only. It is necessary to have in place a complaints procedure as staff may not always be aware of concerns and we therefore encourage parents to share in the responsibility of creating a safe environment for all the children in our care.

A complaints procedure

- identifies areas of concern early so that proactive steps may be taken rather than reactive measures
- assures parents of our positive approach to Pastoral Care.

All complaints/concerns will be taken seriously and will be treated with the utmost appropriate confidentiality. Such confidentiality is also expected from the complainant and his/her relatives.

### Key Areas

Complaints may arise due to

- someone's behaviour towards, attitude to or treatment of a child/children.
- concerns about a child's emotional, physical or sexual safety.

### The Process

Complaints regarding Child Protection related issues may be made to

- |                       |   |
|-----------------------|---|
| • Mrs Alison Johnston | Designated Teacher (Child Protection)           |
| • Mrs Cathy Aughey    | Deputy Designated Teacher<br>(Child Protection) |
| • Ms Sandra Carey     | Pre-Prep Leader                                 |
| • Mr S Moore          | Principal                                       |
| • Margrit Grey        | Chairman of Board of Governors                  |

Complaints may be made

- orally (the conversation will be noted)
- in writing

The following procedure will be followed

- records will be kept
- clarification of events to be carried out by the Head of Department and/or Principal
- members of staff/professionals may need to be informed
- further information may need to be obtained from the complainant/child
- The Head of Department or Principal will report back to the complainant within an agreed timescale

If the complainant is dissatisfied with the outcome they may contact

- The South Eastern Education and Library Board (028 92566200)
- Social Services (028 97563947)
- PSNI (CPSA unit) 028 90650222 (see Appendix 1).

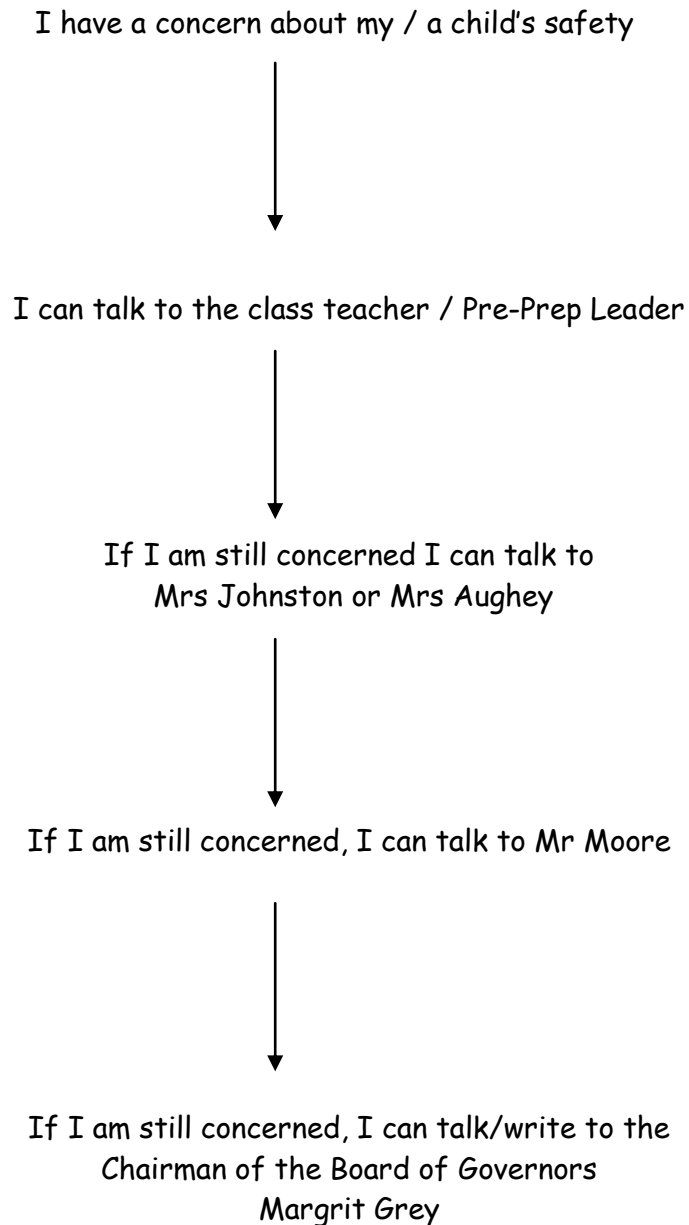
Information on the complaints procedure will be circulated to all parents in our Pastoral Care Pack. A further copy may be obtained from Mrs Aughey or Mrs Robinson/Mrs Davis.

In the Preparatory Department we operate an 'open door' policy whereby we welcome parents to discuss their concerns regarding their child's experiences at our school. Appointments to speak with class teachers, Learning Support teacher and the Head of Department may be made by contacting Mrs Robinson/Mrs Davis on 028 92669198.



# Pastoral Care in School Child Protection

## Appendix 1: How a parent can made a complaint



*At any time you can talk to the South Eastern Area Board Gateway Team (Children's Social Work) on 03001000300 (out of hours 0289056544) or the police (CARE unit 028 90650222).*

# Policy for collecting children from school

## Rationale

To ensure the safeguarding of all children it is essential that school has a procedure in place for the safe collection of all children at the end of the school day and guidance for parents in the event of a parent/carer being late.

## Aims

- To keep children safe
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day
- To highlight the importance of maintaining clear lines of communication and up to date contact details.

## Procedures

- Children should be collected at the end of the school day unless attending After School Club or an extra curricular activity.
  - P1,P2 at 2pm
  - P3 at 2pm in autumn term, 3pm spring and summer terms
  - P4 - P7 at 3pm
  - Children will be brought to the school gate

## **Please note:**

- A. Parents of older children must inform the appropriate teacher, in writing, if a child is to walk to a home in close proximity.
- B. Unless there is a court order, of which the school has a copy, preventing one parent's contact with the child, we are unable to deny access.

## Extra Curricular Activities

Children will be brought to the school gate following an extra curricular activity. Parents will be informed of the collection time by the teacher in charge of the activity. The same procedures will apply as those for end of school day.

### **After School Club**

Pupils attending After School Club should be collected from After School Club in the upper resource area. The same procedures will apply as those for the end of the school day.

### **Guidance in the event of a parent / carer not arriving to collect their child**

- If a parent is unexpectedly delayed and is going to be late picking up a child, school should be contacted immediately either by phoning the Prep Office (92669198) or texting After School Club mobile (07516108075).
- If a child is not collected at the gate, the appropriate teacher will bring the child back to school.
- Children who have not been collected by 2.10/3.10pm will be sent to After School Club.
- Please ensure that school has up to date telephone numbers to contact you in an emergency.

# Friends' School Preparatory Department

## Pastoral Care Policy

Friends' School seeks to provide an environment in which pupils, staff and parents are committed to the idea of excellence within a caring, supportive community. The Pastoral Care Policy of Friends' School is in sympathy with the principles of the Religious Society of Friends, which values individuals as of equal standing before God.

The aims of the Pastoral Care policy are:

- To see the members of the school community as individuals of equal worth
- To encourage pupils and staff to see Friends' School as a community to which each individual can make a unique and valued contribution
- To create a caring, secure and supportive atmosphere for all members of the community
- To support the academic, social and personal well being and development of pupils.

The aims of the pastoral Care Policy are promoted by all members of staff and through the School community:

- Pupils have 'open access' to all staff
- In the Preparatory Department it is the responsibility of each class teacher to look after the pastoral needs of the children in his/her class. Class teachers will attempt to resolve the worries of pupils and to relieve their anxieties.
- The class teacher seeks to foster self esteem in pupils, to promote a sense of self motivation and achievement and to allow pupils to explore their own attitudes and values within a supportive, non threatening atmosphere.
- If a major difficulty presents itself, the Head of Department should be consulted and arrangements will be made to make contact with the child's parents. The designated teacher for pastoral Care in the Preparatory Department is Mrs Johnston and in her absence Mrs Aughey. The Designated Teacher will liaise with other teachers when appropriate.
- Beyond the classroom, the aims of the Pastoral Care policy are developed by staff in the provision of extra-curricular activities, both sporting and non sporting, and in a variety of educational visits and residential trips (P6 and P7).
- In the event of sickness or accident the advice of the School Nurse will be sought and the parent contacted. If it is not possible to contact a parent and further medical assistance is required, the child will be taken to hospital by the School Nurse or by ambulance.
- No medicines will be administered to pupils by class teachers or by the school nurse. However, if a pupil is on a course of medication parents must advise the class teacher in writing if a dosage has to be taken during school hours.

- Morning Assemblies are intended to address personal, social and moral issues within a broadly Christian framework.
- The achievements of individuals and group of pupils, inside and outside school, are given appropriate recognition.
- Pupils are encouraged to show care and consideration towards each other. House Captains, Librarians and Playground buddies have particular responsibilities.
- The school works in partnership with parents. Parents are encouraged to contact the school at any time. Parents' Evenings are held each year in September for all classes. Settling in interviews take place at the beginning of the year and parents are offered an interview following receipt of the End of Year School Report.
- Parents are invited to contribute to the life of the school through the PTA and by their representation on the Board of Governors and the Prep Strategic Management Committee. The expertise of parents is also welcomed in areas such as sport, drama and music. Parents assist with educational visits and are leaders on residential trips.
- In order to provide support to all pupils, the school has access to appropriate specialist external agencies through the South Eastern Education and Library Board and the Down and Lisburn Trust.
- Friends' School is a member of NAPCE.

The Head of Department has responsibility to take steps to evaluate the appropriateness of the Pastoral Care Policy in School.

The aims of the Pastoral Care Policy underpin the following policies:

- Alcohol and smoking
- Anti bullying
- Behaviour
- Child Protection
- Contact with children - Code of Conduct
- Drugs education
- Special Education Needs

These policies are kept under review in order to ensure that the right of each pupil to be educated in a safe, secure supportive environment is upheld.

## Friends' School Preparatory Department

### Emergency Procedures- Recording

#### Classroom Incident

- Injury/Accident Report Form to be completed by class teacher and/or classroom assistant
- Reported to parent by class teacher

#### Dining Hall / Playground

- Injury/Accident Report Form to be completed by adult witness of accident- classroom assistant/lunch time supervisor / teacher on duty
- Class teacher to be informed
- Reported to parent by class teacher

#### ASC/ Breakfast Club / Pre Prep

- Injury/Accident Report Form to be completed by ASC Supervisor/ Breakfast Club Supervisor / Pre Prep Leader
- Reported to parent by ASC Supervisor/ Breakfast Club Supervisor / Pre Prep Leader

#### Extra- Curricular Activity

- Injury/Accident Report Form to be completed by Activity Leader / teacher in charge of activity. Reported to parent by leader of activity

#### Please note:-

- All Injury/Accident Report Forms must be sent to the School Nurse
- Class teacher to inform parent/adult collecting child verbally or in writing, depending on availability of teacher

#### More Severe Accident/ Injury requiring School Nurse

- Adult in charge to refer to medical training booklet issued
- Ring to check if School Nurse in Surgery before sending child
- Nurse may be contacted on Extn 216
- Contact for School Nurse on display in each classroom and School Office along with Emergency protocol issued by School Nurse
- Nurse will inform parents of injury in writing (Note from Nurse Form) or via phone. Nurse will contact emergency services if necessary.

Friends' School Preparatory Department  
Positive Behaviour Policy

**Rationale**

The Positive Behaviour Policy supports the Pastoral Care, Anti-Bullying and Behaviour policies in that it seeks to promote self-discipline and self-respect. We wish to promote mutual respect throughout the Preparatory Department. This concerns the pupils, teaching and support staff and parents.

Good discipline is an essential ingredient for the smooth running of the school. The positive aspects of discipline are encouraged and the co-operation of parents is expected in maintaining high standards of behaviour, punctuality and personal appearance.

By praising children and acknowledging their positive actions and attitudes we hope to convey to children that we value and respect them.

**Aims**

- To develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions
- To create an orderly environment in which effective learning can take place
- To encourage self respect and respect for others. Our expectations are that:- pupils respect each other and all staff; teachers respect their pupils; parents and teachers give each other mutual respect
- To develop in pupils an appreciation of their school surroundings and a respect for property.

We wish all who learn and work in our school to do so in a safe, secure and caring environment

**Friends' School Pre-Prep** operates a system of positive behaviour. This strategy aims to focus on 'good' behaviour instead of dwelling on the negative. Children will be rewarded for displaying positive behaviour. We have a set of golden rules which the children will be introduced to in Term One. It is important that boundaries are also set at home to avoid confusion and frustration.

**Our Pre-Prep Golden Rules**

- ✓ We play together
- ✓ We try to be friends with everyone
- ✓ We share with others
- ✓ We walk when we are indoors
- ✓ We take care of the toys
- ✓ We tidy up when we have finished
- ✓ We are always polite

## **Organisation**

Class teachers are responsible for the behaviour of their own class. They may use a variety of strategies to reward and encourage good behaviour and to deal with unacceptable behaviour.

**(Refer also to Behaviour Policy and Anti-Bullying Policy)**

### **Strategies in use in the classroom to promote positive behaviour**

- Pupil of the Week
- Star Chart
- Tables Chart
- Homework Vouchers
- Traffic Lights
- Golden time - individual or whole class
- Sticker books/sheets or book marks
- Special chart

### **Strategies in use throughout the school to promote positive behaviour**

- House System(P4-P7)—including House of the Week / Behaviour Plate awarded on Sports Day
- Class of the Week (P1-P3)
- Golden Book
- Head Teacher award stickers
- Playground / lunchtime award stickers
- Playground Buddy system (P7)
- House Captain/vice captain system (P7)
- Other roles of responsibility



Friends' School Preparatory Department  
Behaviour Policy

## Aim

To provide guidance on the promotion of positive behaviour amongst pupils and between pupils and adults. The encouragement of positive behaviour will:

- Help the school to function as a community
- Help the pupils to develop appropriate social skills and respect
- Help to create the conditions in which effective teaching and learning may take place

## Underlying principles

1. The approach to pupil behaviour will be determined by the Quaker values, inherent in the school's pastoral care policy.
2. Positive Behaviour is encouraged when there is a clear awareness of standards, expectations and responsibilities amongst parents, pupils and school staff.
3. Strategies to encourage positive behaviour should be more prominent than the use of sanctions.
4. Instances of unacceptable behaviour are reduced by a consistent and fair application of school rules and procedures.

## Desirable Behaviour

In the community of Friends' School, the aim is to encourage pupil behaviour which:

- Show respect for the rights, ideas and feelings of others
- Reflects an awareness of the need for self-discipline and personal responsibility
- Contributes to a sense of order and creates a safe and secure environment.
- Encourages achievement and personal development
- Reflects positively on individuals and on the school
- Is based on a spirit of partnership and an acceptance of school rules and good manners.
- Can be acknowledged positively
- Takes care of books, equipment and buildings.

While the above should be sufficient to provide guidelines for life in school, rules and procedures will also be necessary. These will be derived from the above.

### **Responding to Misbehaviour**

In the event of behaviour which is contrary to the values of the school or is in contravention of school rules, sanctions will be imposed.

Appendix (i) contains a list of sanctions to be used. The effectiveness and appropriateness of this will be reviewed periodically.

In general, sanctions.....

- are intended to be educative and to encourage pupils to reflect on the consequences of their misbehaviour
- should be a response to the misbehaviour, not a comment on the pupil
- should give the pupil an opportunity for restitution, where appropriate.

The individual circumstances of each instance of misbehaviour will be taken into account when imposing a sanction. However, consistency of response is desirable. Staff will periodically review common misbehaviours of pupils in order to reach agreement on their comparative seriousness.

### **Review**

The appropriateness of this policy will be kept under review. Senior Management will take steps to consult with staff, pupils and parents before presenting the policy to the Board of Governors.

## Friends' School Preparatory Department

### Behaviour Policy Sanctions

#### A To be used by the Class Teacher

- Verbal reprimand and verbal apology
- 'Time out' from playground/classroom activities e.g. 5 minutes. This will take place inside the classroom or playground under adult supervision.
- Task related activity
- Lunch time detention / write out agreed playground/lunchtime behaviour guidelines
- Letter of apology - signed by parent
- Discussion with parent
- Use of home / school book to monitor behaviour
- Entry in class behaviour book

#### B To be used by Head of Department

- Discussion with parents, pupil and class teacher
- Exclusion from class activities e.g. school trip / in school activities
- Exclusion from extra-curricular activities. This would be progressive etc.
  1. Temporary exclusion - 1 week
  2. Permanent exclusion - for remainder of duration of activity in any given year
- Removal from position of responsibility e.g. House Captain
- Referral to outside agencies
- Referral to principal

#### C To be used by Principal

- Discussion with parents and HOD
- Referral to outside agencies

## Key Stage One Playground Rules

Always be kind to each other

Take care of our equipment

Look out for others

Look after the plants and nature

Take care when moving around

Walk to your line

Walk quickly and sensibly in your line

We say sorry, even if it was an accident

Always ask an adult before leaving the playground

*Written and agreed by Foundation / KS1 pupils and staff*

**Key Stage Two  
Agreed Playground Behaviour  
Guidelines  
Code of Conduct**

- Pupils should use the bathroom before going to the playground
- Pupils and classes should stick to the equipment rota
- Pupils should stay in the correct area as shown on the playground plan
- Pupils should use equipment properly and report broken equipment to HC/VC/PB
- Pupils should try to keep tennis balls and the football inside the correct areas
- Pupils should only use equipment provided by school
- Pupils should bring all equipment back to the gate when finished playing
- Pupils should endeavour to line up well and in the correct house/class
- Pupils should make the most of their playtime to have fun and enjoy themselves
- Staff and HC or VC should ensure that a football is always available and in good order
- Staff, HC / VC /PB should ensure that enough equipment is set out each playtime
- Staff should pick football teams
- Staff will decide if grass play is available before classes go outside

## Key Stage Two Playground Behaviour Sanctions

### "3 Strikes" System

- A House or class list will go to each playground with Teacher/Supervisor
- Any pupil not sticking to Playground Behaviour Guidelines will have a strike placed beside their name
- Any pupil with three strikes will miss their next playtime and have to write out the Playground Behaviour Guidelines
- A clean slate system will operate at the end of each half term

Written and agreed by School Council

# Agreed Behaviour Guidelines

## Code of Conduct

### Lunchtime - Key Stage One

1. We walk sensibly to dinners.
2. We walk into the dinner hall and we stand quietly and calmly without pushing anyone.
3. We collect our food and walk carefully to our seat.
4. We eat our dinner quietly and try to eat it all up.
5. When we finish our dinner we sit with our arms folded and let the servers clear up.
6. We listen carefully to our supervisors and do everything that they ask of us.
7. When the second bell goes we listen for our class to be called and walk quickly and quietly to our line.
8. We walk sensibly to the playground.

# Agreed Behaviour Guidelines

## Code of Conduct

### Lunchtime - Key Stage Two

- Walk sensibly to and from dinners in single file
- Enter and exit the dining hall safely
- Stay in your place in the line and act maturely
- If you are talking, talk quietly
- Make sure there are only four people in the serving hatch at a time
- Always say please and thank you and be polite towards the dinner supervisors
- Stand up quietly when the bell rings for Grace
- Try everything on your plate and set a good example to the younger children
- Use good table manners at all times
- Respect others (pupils and staff alike)
- Stay in your seat unless you are a server carrying out your duties
- Stand up smartly and wait patiently until the bell rings
- Stand silently and listen for your class to be called
- Line up sensibly and quietly outside the Dining Hall.
- Remain in your class line until you enter the playground.



## Friends' School Preparatory Department

### Anti-Bullying Policy

*(NB For the purpose of this policy the term "bully" refers to the person perceived to be acting in an inappropriate manner. The term "victim" refers to the child being "bullied")*

#### Introduction

Friends' School is well known for its caring and welcoming environment. We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a "telling" school. This means that *anyone* who knows that bullying is happening is expected to tell staff.

#### Definition

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else. Bullying results in pain and distress to the victim.

Bullying can be

- Emotional
- Physical
- Verbal

Bullying hurts. No one deserves to be a victim of bullying.

Everyone has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

As a school we take bullying seriously.

*Bullying will not be tolerated.*

## Procedures for dealing with inappropriate behaviour

- Verbal reprimand and apology to the injured party
- "Time Out" from playground / class activities
- Written task e.g. writing out school rules, lunch time behaviour code of conduct, writing of personal rules such as--How I should behave in school
- Writing a letter of apology, including parental signature
- Entry in Behaviour Book
- Class teacher will liaise with parents
- Head of Department, class teacher and parents will meet
- Exclusion from school trip or special event
- Principal's involvement with all parties

This procedure would be in response to behaviour which is contrary to the values of the school or in contravention of the school rules. The sanctions are in response to misbehaviour and are not a comment on the pupil as a person. Our aim is to change the inappropriate behaviour.

## Procedures for dealing with incidents of bullying

- All suspected incidents of bullying should be reported to the appropriate class teacher
- Class teachers will investigate and inform the Head of Department. Incidents will be recorded and monitored. All staff and supervisory assistants will be made aware of concerns and be involved in the above process
- The class teacher concerned will maintain contact with parents
- Procedures for dealing with inappropriate behaviour will be put in place
- When incidents are of sufficient severity and of a persistent nature, the Head of Department will inform the parents of all children involved
- All bullying behaviour or threats of bullying will be investigated and monitored
- The victim will receive reassurance, practical support and advice from the class teacher and/or Head of Department
- The bully will be reminded that bullying is totally unacceptable and will be treated seriously. Support will be given to help the bully change his/her behaviour.
- Procedures to deal with inappropriate behaviour will be put in place and procedures to prevent bullying monitored and reinforced with all concerned
- The Head of Department will liaise with the class teacher and the parents of the victim until the problem has been completely resolved
- The Head of Department will liaise with the class teacher and the parents of the bully until the unacceptable behaviour has ceased
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

- Parents, too, have a responsibility in ensuring that all incidents are reported immediately to the class teacher.
- Serious incidents will be reported to the Principal by the Head of Dept.

If bullying occurs it is our duty of care to give consideration to the needs of the victim and to the needs of the bully. Within the context of the Preparatory Department and regarding the young age of our pupils, we endeavour to change the behaviour of a pupil who is presenting as a "bully" as soon as possible with the help of parents and, if necessary, outside agencies.

### Procedures in place for preventing bullying

In the Preparatory Department we use methods recommended by KIDSCAPE in order to prevent bullying and to change inappropriate behaviour. These include:

- Discussion of school rules
- School rules on display
- School rules included in the Prospectus/Handbook so as parents may discuss rules with their children
- Writing of class rules
- Agreeing to rules e.g. signing of a "behaviour contract"
- Inclusion of stories on bullying, inappropriate behaviour, caring for others etc in our assembly programme
- Circle Time activities which involve discussion on bullying, friendship, caring and tolerance of others etc
- Organised playground games
- Use of playground buddies to organise games and to play with KS1 classes at break and lunch
- All teachers and supervisory assistants are informed immediately of any concerns. Supervisory assistants give feedback to each class teacher on playground incidents
- Each year the children are made aware of the Designated and Deputy Designated Teachers for Child Protection.

Appendix 1 -Pupil Anti- Bullying Leaflet. This leaflet includes web addresses of help organisations.

# Don't Bully Me!

## Advice for Primary Age Children

### What is bullying?

- When someone thinks it's fun to make you sad or angry
- If they won't stop when you say "I've had enough"
- If they say unkind things about you
- If they won't let anyone talk to you
- If they take your friends away and leave you all alone
- If they kick you, punch you or hurt you on purpose

### Why do bullies do it?

- Bullies may be jealous of you
- They may feel unhappy inside and want you to feel unhappy as well
- They may be scared nobody likes them
- They may think they are being clever

### Why do they bully me?

Bullies bully because they have a problem---  
It isn't your fault!

How can I stop them?

- TELL your mum
  - TELL your dad
- TELL your teacher
  - TELL every grown-up until someone listens and helps you
- TELL a friend and ask your friend to help you tell an adult

### What should I do?

- Stand up straight
- Look the bully in the eyes
- Walk away without saying a word

This might make the bully stop because he or she may get bored if you don't react.

### What if I bully someone?

Think hard!

- Nobody really wants to be friends with a bully
- Think how unhappy the person you have bullied is feeling
- Think how pleasant it is to have friends who really like you

### How can I make good friends?

- Chose friends who are kind, who share and who listen to you
- Be kind, share and listen to them too
- If your friends are sad, look after them and try to help them
- If your friend is sad, tell an adult

### Where to get help!

- Ask your mum, dad, grandma, grandpa, uncle, aunt, sister, brother for help
- Talk to your teacher or someone at school-We are there to help!
- Access the following websites:
  - [www.childline.org.uk](http://www.childline.org.uk)
  - [www.kidscape.org.uk](http://www.kidscape.org.uk)
  - [www.nspcc.org.uk](http://www.nspcc.org.uk)

*No one deserves to be bullied!*

## Contact with Children

### Code of Conduct

Respect for the individual and a concern for personal dignity are fundamental principles within the ethos and values of Friends' School Lisburn. The school endeavours to create and maintain an environment in which relationships are based on tolerance and respect. However, it is desirable at times to specify certain guidelines on behaviour. This code of conduct relates to contact with children. The code is intended:

- a. to provide guidance
- b. to act as a safeguard for all staff whose work routine and activities bring them into contact with children.

### Guidelines for Staff

#### 1. Interviews with Pupils

- (a) Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.
- (b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. Where possible another pupil or preferably another adult should be present or nearby during the interview.

#### 2. Physical Contact with Pupils

- (a) As a general principle, staff are advised not to make unnecessary physical contact with their pupils.
- (b) It is unrealistic and unnecessary however to suggest that staff should touch pupils only in emergencies. In particular, a stressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- (c) Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- (d) Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- (e) Staff who have to administer first aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.
- (f) Any physical contact which would be likely to be administered by the pupil, parent or other casual observer should be avoided.

### 3. Changing a Child

- (a) Pupils will be encouraged to change independently and in privacy.
- (b) Two adults will be present.
- (c) One adult will talk to and reassure the child.
- (d) Parents will be contacted immediately.
- (e) An incident form will be completed and stored in school.

### 4. Choice and Use of Reading Materials

- (a) Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice.
- (b) If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal, or one of the Vice Principals, for confirmation of its suitability.

### 5 Relationships and Attitudes

- (a) Staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.
- Following any incident where a member of staff feels that his/her actions have been or may be, misconstrued, a written report of the incident should be submitted immediately to the Principal, Vice Principal (Pastoral) or Bursar.
  - A complaint relating to inappropriate conduct on the part of a member of staff will be dealt with under the school procedures. A concern for fairness and for the welfare, dignity and protection of staff and pupils will be paramount.
  - In accordance with the Child Protection Policy, all members of staff whose work gives them substantial access to children are subject to criminal record checks.

This Policy is relevant to the Preparatory Department as a Department of Friends' School, Lisburn.

Principal refers to Principal of Friends' School, Lisburn. Where reference is made to the Vice Principal / Vice Principal (pastoral) please read Head of Department for the Preparatory Department.

The Head of the Preparatory Department will liaise with the Vice Principal (pastoral). The Head of the Preparatory Department is also the Deputy Designated Teacher for Child Protection. Mrs Alison Johnston is the Designated Teacher for Child Protection.

# **Friends' School Preparatory Department**

## **Media Policy**

### **Internet Safety**

- Pupils use the Internet under the guidance of class teachers, classroom assistants and After School Club staff.
- Guidelines on the safe use of the Internet are on display in all classrooms and resource areas and are issued to parents.
- Permission is sought from parents regarding use of pupil photographs and work on the school website.

### **Photographs/Video**

- Permission is sought from parents regarding the use of photographs/video for publicity purposes.
- Permission is sought from parents for photographs taken by the School's professional photographer.

### **Mobile Phones**

#### **Use by pupils**

- Pupils should only have mobile phones in school if they are needed to contact parents after school hours.
- The phone should be switched off, handed in and placed in the class teacher's desk during the school day.
- Parents must inform the appropriate class teacher, in writing, at the beginning of each school year, if their child needs to bring a mobile phone to school. Should the need arise during the course of the school year for a pupil to bring a phone to school on any occasion, the class teacher must be informed in writing.
- If a child needs to contact a parent or if a parent needs to contact a child during school hours, this should be done via the school secretary, Mrs Robinson.



## Use by Staff

- During the day mobile phones must remain in handbags/drawer of desk and on silent when teachers are in their classrooms or at After School Club.
- Mobile phones must not be used in the playground, in the classroom or in the corridors when children are present.
- If a member of staff is awaiting an important call he/she should inform the Head of Department, Mrs Aughey that his/her phone may ring in the classroom or at After School Club. Pupils should also be made aware that this may happen and if appropriate, the exceptional circumstances for the teacher or staff member having to take the call.
- Members of staff are permitted to use their mobile phone for personal calls at break, lunchtime and after school, providing there are no pupils present.
- Members of staff are permitted to carry a mobile phone in a bag or pocket when accompanying pupils on a school trip, visit or to classes in the Grammar School. Staff members are also permitted to carry a mobile phone when taking an extra-curricular activity on the school grounds or at a sporting event at a venue outside school.
- Members of staff must not use a mobile phone to photograph pupils. Only school cameras should be used for this purpose.

# Complaints Procedure

Issues related to  
(Curriculum, Special Needs, Pastoral Issues  
Behaviour or Extra-Curricular Activities)

If you have a concern about your child



Talk to your child's class teacher  
(Class teacher will record concern and report to co-ordinator  
Concerned with a note of action taken/to be taken. Class teacher  
Will report back to parent within one week on action taken)



If you are still concerned talk to

**Mrs A Totten**  
(Special Needs -  
Learning Support Teacher)

**Mrs C Monteith**  
(Foundation Stage/  
Events Co-ordinator)

**Ms J Montgomery**  
(Assessment/  
Teaching & Learning  
Co-ordinator)

**Mrs A Johnston**  
(Extra Curricular  
Activities /  
Pastoral Care  
Co-ordinator)

(The above procedure on recording and reporting will be followed)



If you are still concerned, talk to Mrs C Aughey - Head of Department



If you are still concerned, talk/write to  
Mr S Moore, Principal

## Contact with School

To ensure the smooth day to day running of school, please note the following contact details:

### Contact with Pre-Prep

- Pre-Prep mobile 07955001611
- Voice mail or text messages may be left outside Pre-Prep hours (9am - 3.15pm). These will be picked up each morning.
- Email - [tgowdy790@c2kni.net](mailto:tgowdy790@c2kni.net)

### Contact with After School Club

- After School Club mobile 07516108075
- Voice mail or text messages may be left during the school day or outside school hours.
- Email - [cmairs700@c2kni.net](mailto:cmairs700@c2kni.net)
- All payment, queries and bill payments should be directed to Mrs Mairs / Mrs Law.

### Schemes

- After school Club mobile 07516108075.
- Email [cmairs700@c2kni.net](mailto:cmairs700@c2kni.net)
- Payment sent via child to class teacher.

### Prep - Fees

- Payment directly to Grammar School.
- Queries - 02892662156, Accounts Office.

### Absence

- Absence from school - form or letter sent to class teacher on return to school.
- Email [krobinson973@c2kni.net](mailto:krobinson973@c2kni.net)
- Parentmail app to report absence.

### General Administration

- Dinner Menu
- Extra curricular activities - forms / payment
- Charity donations
- Absence notes
- ASC payments
- Scheme payments.

All of the above should be returned to your child's class teacher and not to the Prep Office.

Appointments with class teacher or Learning Support Teacher

- Letter to class teacher

Appointments with Head of Department

- Letter to Mrs Aughey
- Phone or email [krobinson973@c2kni.net](mailto:krobinson973@c2kni.net)