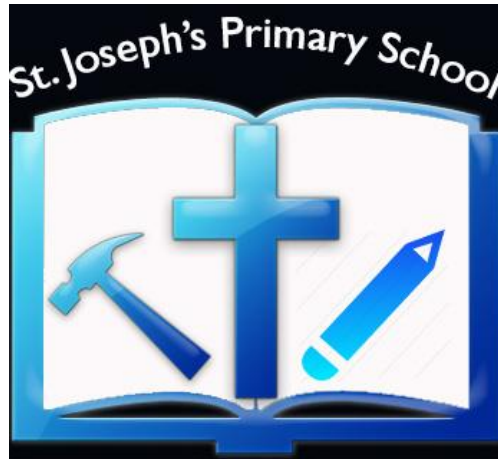


PASTORAL CARE POLICY SUMMARY



Arrangements in St.
Joseph's Primary School
Meigh

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Introduction

In St. Joseph's Primary School, the children are at the centre of everything we do. The Pastoral Care Policy explains in detail how we care, support, develop and challenge our pupils to achieve their full potential in a caring, loving and stimulating environment. Celebrating the talents of our pupils will enable them to learn and develop, allowing them to be happy at school and to be able to contribute significantly to society.

This booklet has been designed to inform and reassure you, our parents, that your children are being educated in a safe and caring environment.

We hope that you will find this booklet helpful. If you need to clarify anything in this document, full details can be gained by referring to our policy statements which are available in the school.

Yours sincerely,

Mr G. Trainor

Principal

Management and Organisation (Roles and Responsibilities)

1. Each member of staff has a vital pastoral role within St. Joseph's Primary School.
2. The class teacher has the responsibility for the implementation of the programmes of study but also develops pastoral elements of pupils' development through knowing and caring for others, promoting a positive attitude to work and others, identifying positive behaviour through suitable reward systems and keeping a record of all academic and social development.
3. Non-teaching staff must support the positive ethos which is promoted within the classroom, ensuring it is promoted at all times. The relationships between them and the pupils must complement what is achieved in teacher/pupil contact time. Non-teaching staff must have the confidence to promote positive behaviour. Non-teaching staff must also be fully aware of the procedures to report where behaviour is not at an acceptable standard. All staff, teaching and non-teaching receive regular training in Child Safeguarding.
4. The **Designated Teacher** for Child Safeguarding in St. Joseph's Primary School is **the Vice Principal Mrs Brennan**. The **Deputy Designated Teacher** is **Mrs Garvey** and **Mr. Trainor** has overall responsibility. Miss Magennis also has responsibility for Special Educational Needs.
5. If a parent has a concern about a Child Safeguarding matter, they should speak to Mrs Brennan, Mrs Garvey, or Mr Trainor.

Any individual can independently contact Social Services, through the Gateway Service at 028308250000.



Vision/Mission/Core Values & Aspirations

'LET YOUR LIGHT SHINE'

In our school we aim to create a safe and caring environment where everyone feels happy and valued. Through our Catholic ethos we encourage respect for self and others. We ensure each child is motivated and provided with the opportunity to fulfil their potential.

We live this mission with our Aims: To;-

- Create an environment that is safe, secure, stimulating and vibrant that is conducive to the development of the whole child so that they can reach their full potential academically, socially, emotionally, physically, morally, creatively and spiritually.
- Recognise and celebrate each child's uniqueness, individuality, talents and achievements thereby helping them to grow in confidence, independence and self-esteem.
- Promote a pleasant attitude for pupils and staff with an emphasis on self-discipline, respect for others opinions and property, courtesy and good manners.
- Build on children's existing knowledge, skills and understanding by providing a broad, balanced child centered curriculum which is motivating and challenging for each pupil and prepares them to be the best they can be with a life-long love of learning.
- Promote effective learning and teaching strategies by disseminating existing good practice, whilst harnessing future developments and initiatives supported by high quality resources and continuing professional development for all staff.
- Develop strong collaborative partnerships and positive working relationships with all members of our school community.
- Get to know God and grow closer to Him through our pastoral care, daily prayer, sacramental preparation and commitment to developing a deeper understanding of our Catholic faith.

Core Values and Aspirations for all;

L SHOW LOVE

E HAVE EMPATHY

T TELL THE TRUTH; BE HONEST

Y BE YOURSELF

O BE ORGANISED

U SHOW UNDERSTANDING & TOLERANCE

R RESPECT FOR SELF, OTHERS, ENVIRONMENT & PROPERTY

L HAVE A LAUGH

I BE INQUISITIVE

G SHOW GENEROSITY

H BE HUMBLE

T SHOW YOUR TALENTS

S SPEAK OUT - USE YOUR VOICE

H BE HAPPY

I HAVE AN 'I CAN' ATTITUDE

N NEVER GIVE UP

E ENJOY YOUR TIME AT SCHOOL

ATTENDANCE

Pupil absenteeism is monitored daily by all class teachers. Pupils missing from class for any reason must provide a note for the class teacher on the pupil's return. This will be kept with the pupil profile of the pupil.



Class registers are sent to the office each week and a record of absenteeism is kept on the computer. If a pupil is missing more than 10% of school days, The Vice Principal will contact the parents to inform them if there are concerns about their child's attendance. If there is no improvement in the attendance rate, the educational Welfare officer (EWO) will be informed.

A record will be kept of pupils arriving late to school (9.10 onwards).

A record will be kept of pupils having to leave school before finish time.

We ask that family holidays are not planned during term time as this greatly disrupts a child's education

The table below gives an indication of days lost to absenteeism at the end of a school year.

%	Actual days off	Weeks (approx)
100	0	
95	9	2
90	19	4
85	28	6
80	37	7+

METHODS OF PROMOTING SELF ESTEEM IN ST. JOSEPH'S PRIMARY SCHOOL

In St. Joseph's Primary School, our aim is to create and promote an atmosphere of care and encouragement, where each child's potential is valued and celebrated. We have high expectations of positive behaviour and pride ourselves on maintaining these high standards. We believe that our ethos is evident in all aspects of school life. Positive relationships, which are based on mutual respect, are continually promoted. We pride ourselves as being members of the St. Joseph's Primary School Family. Collectively we take every opportunity to promote a positive ethos and sustain good discipline through the following activities;

School Assemblies, Pupil of the Week Celebration, Buddy System, Circle Time, PMDU, The Rights Respecting Schools Ethos, School Rules, Class Rules, Praise and Recognition, House Teams, Grow in Love Programme, Liturgical Services, Positive Marking, Parent/Teacher Meetings, Pupil Reports, Pupil Profiles and the training of all staff in child protection and discipline procedures.



POSITIVE BEHAVIOUR

At St. Joseph's Primary School, the staff recognises that our pupils are wonderful examples of the philosophy of our Catholic ethos. To maintain good school discipline and cultivate an atmosphere of positive learning, we feel that it is important that the pupils and teachers develop relationships which recognise this. We expect our pupils to adhere to rules which have been produced in partnership with all those who work within the St. Joseph's community. The emphasis on praise and reward will be an essential part of our philosophy. However, sanctions exist for unacceptable behaviour and will be implemented when it is necessary.

Our School Code

- **We are gentle and we don't hurt others.**
- **We are kind and helpful and we don't hurt anybody's feelings.**
- **We listen and don't interrupt.**
- **We are honest and we don't cover up the truth.**
- **We work hard, we don't waste our own or others' time.**
- **We look after property. We never waste or damage things.**

Recognition of Positive Behaviour and Achievement

Children respond and thrive upon:

- Praise and encouragement
- Recognition of Achievement – positive recognition of individual pupil, class or whole school achievements and good behaviour are recognised.
- Each week class teachers will award Student of the Week to a pupil in recognition of achievement or positive behaviour. Their names will be displayed on the Pupil of the Week notice board.
- Pupils may receive rewards from the Principal, which celebrate achievement.

Intervention when unacceptable behaviour occurs

In St. Joseph's Primary, parents are always welcome to discuss their children's behaviour with the class teacher, Principal or Vice-Principal. They are invited to contact the school to make a convenient appointment.

When a child's behaviour is causing concern, it may be recorded in the pupil behaviour book.

The rules and procedures of the school are upheld through the use of the following sanctions. The age, maturity and any other relevant circumstances will be considered when issuing these sanctions and the child must be fully aware of the reason for any measures used.

Sanctions may include the following:

- Immediate verbal correction
- Loss of jobs or responsibilities for a fixed period
- Completion of additional work to complement or support current studies
- Referral of pupil to a senior member of staff
- Graded restriction/loss of Golden Time
- A temporary cooling off period may be necessary when a child's behaviour is causing disruption to whole class. In this case, the child will be sent to another classroom for a limited period. Principal will decide if it is appropriate to inform parents.
- At Key Stage 2 pupils may be given a focused task where they write their own report of an incident, in order for them to reflect on their behaviour.
- Restriction of access to off-site extra-curricular activities which are not an essential part of the curriculum (after consultation with the Principal and parents)
- When a child is persistently disruptive, they will be given detention at break and lunch times, at the discretion of the Principal/Vice-Principal. After consultation with the Principal, Special Needs Coordinator and parents, further interventions may have to be considered to support the child, in accordance with the SEN Code of Practice.

Ultimate Sanctions

If the matter is of a very serious nature, the Principal and Board of Governors may decide to suspend the child for a short period of time or exclude permanently.

A decision to exclude a pupil for a fixed period or permanently should be taken only:-

1. In response to serious breaches of the School Discipline Policy.
2. Where a range of alternative strategies have been tried and have failed.
3. If allowing a pupil to remain in school would seriously harm the education and welfare of the pupil or others in school.

Parents have a right to appeal against exclusion and will, if necessary, be informed of their rights and procedures.

We feel these sanctions are most effective when supported by the school's cross-curricular promotion of the personal and social development of the child.

CHILD SAFEGUARDING

The purpose of the policy on Child Protection is to protect our pupils by ensuring that everyone who works in our school - teachers, non-teaching staff and volunteers - has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. **The problem of child abuse will not be ignored by anyone who works in our school**, and we know that some forms of child abuse are also a criminal offence.

The **Designated Teacher** for safeguarding & child protection is the Vice Principal Mrs Brennan. In her absence **Mrs Garvey** will assume responsibility for Child Protection matters. The Designated Governor for Safeguarding and Child Protection is Mr D. Carbery.

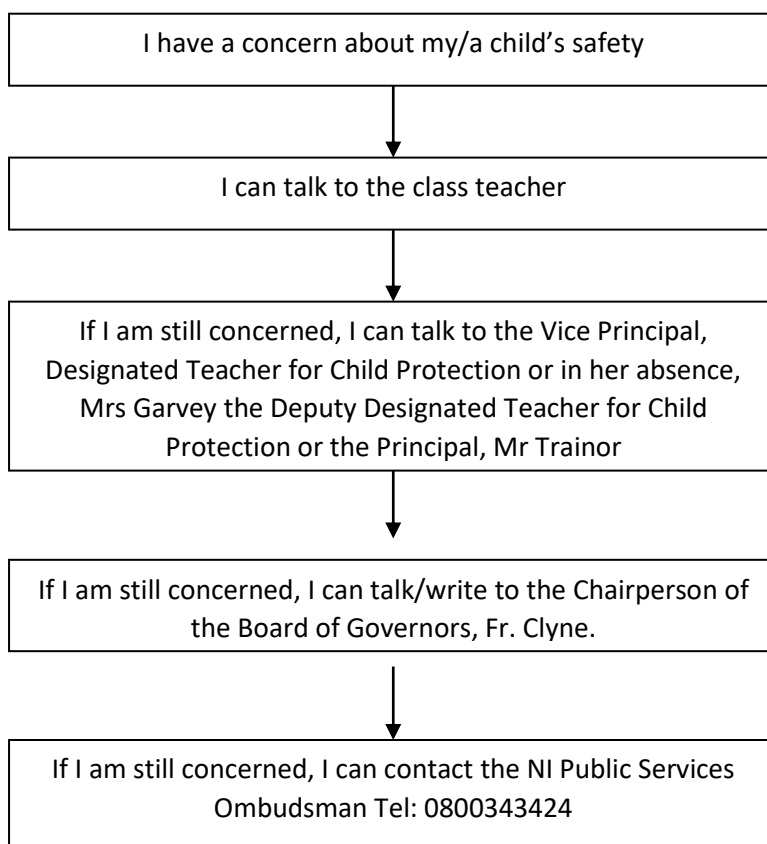
Child Protection procedures within St. Joseph's Primary are fully in compliance with the Department of Education's guidance contained in the document, 'Pastoral Care in Schools-Child Protection' (99/10).

Where there are concerns about the welfare of a child, the Principal, in consultation with the designated teacher will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. If there are concerns that the child may be at risk, the school is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

The Principal may seek clarification or advice and consult with the CCMS designated officer, EA Designated Officer or Senior Social Worker before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. The welfare of all the children in our care is always our priority.



If a parent has a concern about the safeguarding of their (or another) child, they can follow the following procedures:



At any time a parent can talk to a Social Worker at the Gateway Team (Southern Trust)

Tel: 028 37415285

or

Tel: 0800 7837745 {Free Phone from a Landline}

Or

Contact the PSNI Public Protection Unit

Tel: 101 {Ask for PPU in 'E' District}

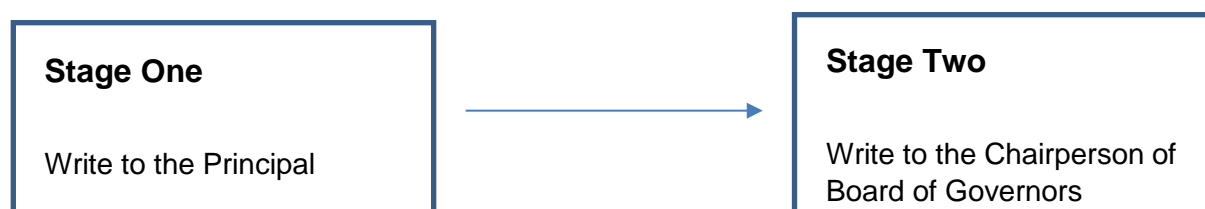
A full copy of the Child Protection Policy is available, on request from the School Office
or on School Website www.stjosephspsmeigh.org

Making a Complaint

Here at St. Joseph's Primary School, Meigh, we take complaints very seriously. We have the best interests of all our pupils and their families at the centre of all we do. In this regard, we encourage anyone with a concern to speak to us as soon as possible. If concerns are dealt with at an early stage, then they are more likely to be resolved and there is no unnecessary dissatisfaction.

Many issues can be addressed simply by talking to the relevant staff in school who will be happy to help.

Complaints Procedure – At a glance



Time Limit

Please contact the school as soon as possible, unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

Stage One

When making a complaint, contact the school Principal who will arrange for the complaint to be investigated. If the complaint is about the Principal, proceed to Stage Two. The school requires complaints to be made in writing, where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

Please provide as much information as possible including;

- name and contact details
- what the complaint is about
- what has already been done to try to resolve it and
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within 5 school working days and a response normally made within 20 school working days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

Stage Two

If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (care of the school and marked 'private and confidential'). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a committee to review the complaint. Please provide as much detail as possible as indicated above.

The complaint will normally be acknowledged within 5 school working days and a final response normally made within 20 school working days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the committee.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

Northern Ireland Public Services Ombudsman (NIPSO)

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the School. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Contact details for NIPSO are:

Office of the Northern Ireland Public Services Ombudsman Progressive
House

33 WellingtonPlace Belfast
BT1 6HN

Freepost: FREEPOST NIPSO

Telephone: 02890 233821

Freephone: 0800 34 34 24

Email: nipso@nipso.org.uk

Web: www.nipso.org.uk

Anti-Bullying Policy

In St. Joseph's Primary everyone has the right to feel welcome, secure and happy. Where this exists, all members of the school community have every opportunity to achieve their maximum potential. Bullying behaviour of any kind can affect this secure environment.

Where bullying exists the victims must feel confident to activate the anti-bullying systems within the school. It is our aim to challenge attitudes about bullying behaviour and increase understanding for both the victim and the bully. It is everyone's responsibility to prevent the occurrence of bullying and this policy contains guidelines to support that ethos.

Definition of bullying

The Northern Ireland Anti-Bullying Forum defines bullying as the repeated use of power by one or more persons intentionally to hurt, harm or adversely affect the rights or needs of another or others.

Bullying behaviours can include:

- **Physical bullying** (including physical intimidation, hitting, pushing)
- **Verbal bullying** (including name calling, insults, jokes, threats, spreading rumours)
- **Indirect bullying** (including isolation, refusal to work/talk/play/help others, interfering with personal property, cyber bullying).

Bullying can happen: -

- In classrooms
- In corridors
- In playgrounds
- *On buses*
- Outside school

Aims of the Policy

1. To maintain a school ethos which encourages children to disclose and discuss incidents of bullying behaviour and develop preventative measures to promote positive behaviour through PDMU, RE and Paths Plus, School Council and assemblies.

2. To raise awareness of bullying, as a form of unacceptable behaviour, with school managers, teachers, pupils and parents.
3. To develop procedures for noting and reporting incidents of bullying behaviour.
4. To develop procedures for investigating and dealing with bullying behaviour.
5. To establish and develop links with outside agencies e.g. Behaviour Team (EA).

Procedures for Noting and Reporting Bullying Behaviour

1. All reports of bullying no matter how trivial will be investigated and dealt with by the class teacher.
2. A victim will always be given time, listened to and not rejected.
3. Serious cases of bullying behaviour will be referred immediately to the principal, Mr Trainor.
4. Parents of victims and bullies must be informed immediately if their child is involved in serious or persistent bullying. They will be invited to the school where they will have the opportunity to discuss the matter. Sanctions for repeated incidents will be clearly explained. These sanctions will be in line with agreed school procedures for dealing with behaviour problems.
5. We believe that good advice and support can change the behaviour of the bullies and their victims.



Drugs Policy

In this policy the word drug is defined as a substance which when taken has the effect of altering the way a person behaves, feels, sees or thinks. While appreciating that cigarettes and alcohol can be harmful this policy refers to illegal substances as well as prescribed medicines.

The ethos of St. Joseph's Primary is to promote a holistic approach in developing pupils' positive attitudes and behaviour towards themselves and others. Therefore we believe that all teachers have a role in educating pupils to make informed health choices.

The school views Drugs Education as part of the Pastoral Care programme. It will be delivered across the curriculum in Religious Education, English, Science, Physical Education, and PDMU. The main objective of the programme is to equip pupils with the necessary information and skills to make informed positive decisions.

Where a pupil has been identified as having misused drugs or being in possession of drugs, the following procedure will be followed:

1. All stops necessary to ensure the health and safety of the pupil will be taken.
2. The substance will be confiscated and identified.
3. The Principal/Senior Management will be informed.
4. All other pupils suspected of being involved in the incident will be interviewed.
5. Parents will be informed as soon as possible.
6. A written record of the incident will be sent to the Board of Governors.
7. When appropriate, support will be sought from outside agencies.
8. Disciplinary action will be taken.
9. C.C.M.S. will be informed.



Management of Prescribed Medicines in Schools

Teachers will not administer prescribed medicines to pupils. Prescribed drugs (not including those available over the counter e.g. paracetamol based) may be administered to pupils at the discretion of the Principal and Vice Principal. If the Principal/Vice-Principal agree to administer medicines, parents must complete an Administration of Medicine's Form, which should include the following:

1. Name of drug.
2. Amount to be administered.
3. The time to be administered.
4. A permission proforma to be signed by the parent.



Medicines will be stored in a secure location.

When the medicine is administered a record sheet will be signed by two members of staff.

The Principal or Vice Principal cannot take responsibility for reminding a child to take their medicines.

Guidance on the use of Reasonable Force to Restrain or Control Pupils

In St. Joseph's Primary we are very proud of our record of discipline and the general behaviour of our pupils is something which should be celebrated. However, we are legally bound to explain to you the procedures for the use of reasonable force to restrain or control a pupil if the unusual circumstance arises. It will only be used to prevent a pupil from:

1. Committing an offence
2. Causing personal injury to or damage to the property of any person (including the pupil him/herself)
3. Engaging in any behaviour prejudicial to the maintenance of good order and discipline at St. Joseph's whether during a teaching session or otherwise

Corporal punishment is unlawful and will never be used.

When might it be appropriate to use reasonable force?

In a situation where other behaviour management strategies have failed to resolve the problem, there are a wide variety of circumstances in which reasonable force might be appropriate e.g.

- A)** Self defence where there is an imminent risk of injury
- B)** Risk of significant damage to property
- C)** Where a pupil is at risk of harming others or self

Physical intervention can take a number of forms. It might involve staff:

- blocking a pupil's path
- Leading a pupil by the arm
- Shielding pupils from each other

Staff should never act in a way that might reasonably be expected to cause injury.

In all incidents of injury or teacher intervention, a written report will be made by the teacher detailing the circumstances of the incident and witnesses present.

St. Joseph's Primary School continues to update it's procedures with regard to use of reasonable force and takes advice from Department of Education guidelines and CCMS.

Mobile Phone & Digital Device Policy

Mobile Phones / digital devices **are not permitted** to be brought to St. Joseph's Primary School.

If parents need to contact pupils during the school day, or vice versa, this should be done following the usual school procedures via the school office.

Should a pupil bring a mobile phone to school, the following stipulations will apply;

- The school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Where a pupil is found by a member of staff to be using a mobile phone during the school day, the phone will be taken from the pupil by a member of the school's Senior Leadership Team (SLT). The mobile phone will be stored in the school office until the end of the school day. The phone will only be returned at the end of the school day in the presence of a parent or guardian.
- Phones / digital devices must NEVER be used to photograph other children within the school. There are children in school whose parents have opted for 'no photographs' in the consent forms.
- If a pupil uses a mobile phone inappropriately (eg. Phone calls on school premises, to send inappropriate texts or to take inappropriate photographs/video footage of either other pupils or teachers), this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action in line with the school's Positive Behaviour Policy.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The Principal or a member of the school's SLT may consider it appropriate to refer any such matter to the PSNI.
- If images (photographic or video) of other pupils or teachers have been taken, the phone will not be returned to the pupil until the pupil, in the presence of a member of the SLT or the child's parent/guardian has removed the images. A member of the school's SLT will always contact a parent/guardian before asking a child to delete material from their mobile phone.
- A member of the school's SLT will contact parents/guardians in all cases where inappropriate photographs/video/audio footage has been found.

RELATED TECHNOLOGY

- The procedures applying to the inappropriate use of mobile phones, apply equally to the inappropriate use of related technologies with similar capabilities, eg, messaging, recording (audio & video), photography etc.