**ST. ANTHONY'S NURSERY SCHOOL**

**PASTORAL CARE POLICY**

The Board of Governors and Staff of St Anthony's Nursery School, believe pastoral care incorporates the policy and practice fully integrated through the teaching and learning and structural organization of our school to effectively meet the personal, social, well being and academic needs of our children and staff. We see Pastoral Care as concerned with the care of the *whole* person. This will involve the creation of conditions, which will promote respect for self and others, thereby enabling children and adults to work together in a safe, secure, nurturing caring and happy environment

where *all* individuals are valued.

**Purposes of a Pastoral Care Policy**

* To provide a framework for evaluation, decision making and future action with respect to pastoral care.
* To ensure an agreed consistent approach in our daily care of children.
* To highlight the importance of good relationships for the good of all members of the school community.
* To co-ordinate a system which addresses children's personal, social, emotional, physical and learning needs.
* To highlight the need for an environment which supports and is conducive to learning.
* To ensure communication about the special needs of individual children.
* To highlight the need of a record observation system.
* To communicate our values and approaches to the wider community and to enlist their support.

**Guidance**

Guidance is offered under the following headings:-

* Ethos
* Roles & Responsibilities
* Special Needs
* Security
* The Use of Reasonable Force
* Curriculum
* Communication
* Safeguarding and Child Protection
* Behaviour Management

**Ethos**

We endeavour to promote and create a safe, secure and nurturing environment, which enriches and compliments the love and care experienced at home. Staff will strive to work individually and collectively to support each other and to create a climate, which fosters learning, self-discipline, well being and respect for self, others and the world around us.

**Our Mission Statement**-

Building a Brighter Future Together,

We, the Governors and Staff of St. Anthony’s Nursery School, believe that each child entrusted into our care is individual and unique and is treated with respect, understanding and warmth by a highly skilled, nurturing and dedicated staff.

By working in partnership with our families, we aim to provide an environment which will support our children in becoming happy, secure, resilient, curious, independent, kind and enthusiastic learners,

Together we strive to lay the foundations for a life- long love of learning.

When Staff were asked to come up with a word that summed up our Nursery for them- the following were put forward,

Warm Caring Happy Welcoming Stimulating

 Fun Nurturing Colourful

**Curriculum**

The delivery of our pre-school curriculum will mean that the children recognise, promote and help develop their own unique talents and help others around them.

In the daily life of the Nursery, the children should be made aware that they too have an important part to play. They must be aware and responsible for their own actions and the subsequent effect these have on others. They should be encouraged to recognise and be sensitive to the needs of all members of the Nursery community.

The Nursery adults should be open to the many and varied needs of the children in the playrooms. This should be reflected in planning, use of equipment, teaching approaches and flexibility in small and large grouping. In their play, children should have the opportunity to work collaboratively and harmoniously with their peers.

Assessment in its many forms should take account of the children's varying levels of development and ability. Assessment outcomes should be used by all staff to improve the quality of teaching and learning and, where necessary, modify play and teaching strategies.

The children should be provided with the opportunity to record their experiences and achievements both within and outside the school. This record of achievement should involve parents and emphasise positive achievement thereby enhancing children's self esteem and wellbeing.

The children should be encouraged to realise that as important people in the Nursery community, they share responsibility for the care of the school, its resources and surrounding environment.

Playrooms and the entrance hall should be bright and inviting. All children should have the opportunity to have their work on display, thus promoting self confidence and a feeling of pride and self worth.

Relationships between all members of the school community should be such that the children are provided with a secure, caring environment, which is a haven for learning.

The Principal should liaise closely with the children, parents/guardians, teaching and non teaching staff in order to monitor the effectiveness of the Nursery School's pastoral care provision.

**Roles & Responsibilities**

Every member of staff has responsibility for the pastoral care of the children in our school.

They should, therefore, work individually and collectively to provide a healthy, safe, secure environment in which children can work and play together in harmony.

Staff should endeavour to know the children in their class as individuals in order to understand them and to build up a close relationship with each one of them. Staff should be understanding of ongoing or changing circumstances in each child's health or home life and of the effect which these might have on her/his play or behaviour.

Staff should provide an inviting, stimulating, comfortable and safe classroom environment for their children. They should ensure that materials and resources are easily accessible, that they are in good condition and that they are suitable for use by children.

In order to be aware of the specific needs/problems of individual children, the Pastoral Care Co-ordinator and Principal, should liaise closely with all staff and parents/guardians and should make the children aware that she is there to listen, support and help them. When necessary, she should seek advice from relevant external agencies.

To ensure necessary support and guidance, parents/guardians should be encouraged to keep the Nursery staff informed of any upset or change in their child's life.

Children should be made aware that they share responsibility for the happiness, safety and wellbeing of each other. The message we wish our children to have is-we are all friends in our Nursery.

**Communication**

A system of communication should operate within the Nursery, which ensures that teaching staff are made aware of the emotional, physical, behavioural, social and educational needs of individual children, as appropriate. This information is shared with Nursery Assistants where it is necessary to meet the needs of the children in our care and is otherwise confidential.

Where individual children have specific needs, these should be communicated by the teacher to the Pastoral Care Co-Ordinator or

Special Needs Co Ordinator

Where necessary, relevant information should be recorded by the Pastoral Care co-ordinator who will liaise with the Nursery teacher, parents/guardians and outside agencies.

Teachers should communicate with parents/guardians about any concerns which they may have in relation to individual children. Similarly, parents/guardians too should be provided with the opportunity to communicate such concerns to the Nursery teachers and/or the Principal.

**Special Needs**

We believe that Special Needs can be of an emotional, behavioural, physical, social or educational nature and that we should offer relevant comfort, support and guidance to individual children for as long as they need it.

Teaching staff and Special Needs co-ordinator should work together to provide a suitable, planned play programme designed to meet children's specific learning needs.

Nursery teachers and assistants should be aware that a child's emotional needs may be the result of a sudden incident or ongoing trauma. In these situations, all staff should endeavour to provide understanding, sympathy and guidance as required.

Children with social problems should be encouraged to recognise the valued contribution which they make in their group, thus providing them with the necessary self esteem and confidence to help them integrate socially.

Children with specific physical needs should be catered for with due care and consideration for their dignity. Staff should ensure that children with particular physical needs are safe and that they have all the necessary facilities for them to participate as fully as possible in our broad curriculum.

**Child Protection**

In accordance with the Nursery's policy and procedures for Child Protection concerns regarding the safety and protection of individual children should be referred to the Designated Teacher for Child Protection/ the Principal or to the Deputy Designated Teacher.

**Child Protection Procedures**

* All nursery staff must report concerns and information to the Designated Teacher - or in her absence the Deputy Designated Teacher-
* Designated teacher immediately refers the case to the designated officer of CCMS and the designated officer at EA.
* On their advice, refer the case to Social Service and/or the Police.
* Deputy Designated teacher keeps the Principal informed at all times.
* Chairperson of the Board of Governors to be informed.

**Records**

From the first date of concern and whilst the case is ongoing, diary type notes should be kept of relevant details concerning the child - evidence, dates etc recorded.

Designated Teacher may be required to attend Child Protection Conference. In the case of her absence the Deputy Designated Teacher would attend.

Students or volunteers will have no access to changing or intimate care of Nursery children.

This will only be carried out by permanent members of Nursery staff. However, in the case of permanent staff being absent, a temporary member of staff/substitute teacher may have to be involved.

**Security**

The Nursery doors will be open from **08.55am to 09.10**am after which the security buzzer will be in operation.

During the school day, all parents/guardians and visitors must use the CCTV buzzer on the front door to gain admittance.

Visitors are asked to report to the Office

Visitors will be asked to sign the Visitors Book

Parents/guardians removing their child early from school shall be asked to sign the Sign Out Book

**Behaviour Management**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self discipline and self esteem in an atmosphere of mutual respect and encouragement.

The Nursery's agreed acceptable Codes of Behaviour, our Golden Rules, should be made known to both parents/guardians and children. Parents are expected to be supportive of this Code of Behaviour and all staff should be consistent, fair and understanding in their implementation of it.

Parents/ guardians are provided with a copy of The Golden Rules before their child starts Nursery

Good behaviour on the part of individuals or groups should be acknowledged privately or publicly as situations arise.

**Bullying**

Bullying is defined as 'unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour.....has the potential to be repeated overtime'-stop bulling.gov

Bullying is highly distressing and damaging form of abuse and is not tolerated in our Nursery. Nursery staff are vigilant at all times to the possibility of bullying occurring. They will take immediate steps to prevent it happening, they will protect and reassure the victim and remove and distract the bully from the situation. Both sets of parents/guardians will be notified immediately bullying has been identified.

Any complaint by a parent/guardian that their child is or may be bullied will be fully investigated by the Pastoral Care co-ordinator and designated teacher for Child Protection and support action will be taken to protect the victim. This will usually include ensuring that a supportive adult will look after and support the child being bullied during the Nursery day.

A parent/guardian making a complaint about bullying will have a personal response from the Designated Teacher and or the Principal within one week of making the complaint indicating what has happened and what action is being taken. Nursery staff will also try to ascertain the reason why the other child was bullying and give the necessary support and guidance as in the victim's case. Nursery staff will be made aware of this situation in confidence.

**Reasonable Force/ Safe Handling**

All teaching and nonteaching Nursery staff have responsibility for ensuring the safety and wellbeing of children in their care.

Where necessary and appropriate and in accordance with DENI Circular 1999/9, the Nursery staff may use reasonable force to restrain or control a child if they are going to cause harm to themselves or another person.

It may be necessary on occasion to use safe handling to eg help a child down from climbing equipment or to lead a child into or out from their classroom. Where this is required on a more regular basis eg if a child has behavioural or other SEN needs the position will be explained to the parents/guardians as it is expected staff and parents/guardians will work in partnership for the health and safety of all our children.

Parents/guardians are asked to sign a Safe Handling Consent form at the time of their child starting Nursery. If a parent/ guardian is not happy to sign such, it may be necessary for them to be called into school to eg remove their child from the climbing frame or to facilitate their child's movement if the child is not able or willing to co operate with staff. A Risk Assessment will be put in place should this be required for an individual child. The Chair of the BOG will be informed that a Risk Assessment is in place.

**PROCEDURES**

**Illness**

In the event of a child being too sick to remain in school, the Nursery teacher should inform the Pastoral Care co-ordinator. They should endeavour to make the child as comfortable as possible until suitable arrangements can be made by parent/guardian for the child to be collected

In the event or a **minor accident** in the classroom or outside:-

* The Nursery staff would wash the area with water or sterilised wipe, an icepack or cold compress would be applied and your child comforted. ( Parents/guardians are asked to sign yes or no to the use of plasters at the start of the year).
* The Nursery staff would always seek a second opinion.
* The incident would be recorded in the 'Accident Book' in each classroom and parents/ guardians later informed when collecting their child or with a phone call or email before hometime. In the event of a head bump the parent/ guardian will be informed by phone and the decision to take their child home remains with the parents. A dated and signed note is placed in the child's drawer to inform the parent.
* Staff are aware of the serious nature of concussion when a head injury occurs and can not be expected to offer an opinion on the seriousness of the incident. It is the parent/ guardians responsibility to make the decision.

In the event of a **serious accident** in the classroom or outside:

* The Nursery teacher should attend the child and seek a second opinion.
* The Pastoral Care co-ordinator/ Principal informed.
* Ensure parents/ guardians are contacted.
* Make suitable arrangements for outside medical treatment.
* Record the incident on an official Accident Form.

In a major accident whereby your child has to go to hospital, an ambulance will be called and a teacher will accompany your child and their personal details to hospital. The other teacher will inform you by phone and you will be asked to meet your child and staff member at the hospital. Nursery staff will not authorise any medication to be given at hospital.

**Medication**

Staff will not be able to give medication unless it is absolutely necessary. If a child requires medicine during the Nursery day, you will be asked to sign a Medication Plan- Form AM1 (see attached) providing the Nursery with details regarding contacts, symptoms and care. Parents/guardians will also be required to complete a Request For A School To Administer Medication-Form AM2 about the times and dosage required. (see attached) On each occasion that a new medication is needed, a new consent form must be completed. All medicines will be safely kept out of reach from children. A Record of Medicine Administered To An Individual Child-Form AM4 (see attached) will be kept in the child's classroom. It is the parents/guardians responsibility to keep the Nursery provided with in date medical equipment. Substitute teachers will be informed of children with medical needs/ allergies. A photo and medical need details will be on display in each classroom along with emergency contact numbers. Medication will only be administered by the Class Teacher or Nursery Assistant. NB Teachers are not contractually required to administer medication to pupils.

It is not possible for staff to give occasional meds eg antibiotics, calpol etc. Parents/ guardians are welcome to come to school to give antibiotics through the Nursery day if necessary. A child who requires calpol is probably not fit to be in school.

**Changing and Intimate Care Procedure**

In the best interests of children and Nursery staff, please ensure that your child is able to manage in the Nursery toilet situation- this includes cleaning themselves, flushing and washing hands. Children should be fully toilet trained before they are expected to be at Nursery school. The Nursery does not have the staff or facilities to manage repeated toilet accidents.

If you have concerns speak to your child's teacher.

Your child's teacher will work with you if your child needs supported in the final stages of toilet training- eg being more flexible with your child's duration of day.

From a legal position wiping/ cleaning a child's bottom is an invasion of a child's privacy.

Your child may need to be changed if she/he wets or soils themselves or is physically sick. This changing would usually only be carried out by permanent member of the Nursery staff. However, on some occasions, a temporary member of staff may have to be involved. Students or volunteer helpers will not be involved in carrying out these duties. You will be asked to sign a consent form at the start of the school year to allow us to change your child in this event.

You may be phoned to come to school to change your child if they do not wish a staff member to help.

You may be phoned to come to school to change your child if they are having frequent accidents- eg not fully toilet trained

You may be phoned to come to school if staff believe your child will be uncomfortable/ unclean

When a child needs to be changed:-

* The staff member informs the other staff member that a 'toilet change' is needed.
* Adult concerned ensures main toilet door is kept open and that the child has an individual cubicle for privacy. Adult should wear gloves and plastic apron provided.
* Adult gives support and encouragement if the child is able to wipe self down with a baby wipe. 'Hands on help' is given to a child if needed.
* Guide and encourage child to put on their change of clothing from their change bag - give assistance if needed.
* Wet or soiled clothing to be put into a closed bag for home.
* Baby wipes etc to be put into a plastic bag, tied securely and put into the outside bin.
* Intimate Care record to be completed by adult concerned.
* Staff to inform parent or carer at home time-personally or in writing or if it is judged necessary, at the time.

**At all times be sensitive towards the child's feelings and convey the message of 'no big deal'**