



PUPILS' WELFARE AND SAFETY IN SCHOOL

Dear Parent / Guardian

Please read the following information carefully relating to the welfare and safety of your child in school. A summary of our Child Protection policy is included as well as information regarding our Intimate Care procedures. Updates may be sent home throughout the school year as we respond to updated guidance from the Department of Education regarding Covid-19.

To assist us in the task of ensuring that children in our care are as safe as possible, we do of course require your support. Please ensure that your child is in the care of a responsible adult until he/she is welcomed by the class teacher or a member of staff.

Dogs, except seeing-eye guide dogs, are not permitted in the school grounds. Parents' cars are permitted to enter the school car park for purposes of parking but must not use the allocated staff parking spaces.

INJURY OR ILLNESS

If your child takes ill or is injured in school they will be dealt with by the class teacher. A parent will be contacted if it is felt that the child needs outpatient treatment or would be better at home. In the case of serious injury an ambulance will be sent for and a parent/guardian will be contacted. **IT IS VERY IMPORTANT FOR THE SCHOOL TO HAVE AN UP TO DATE CONTACT TELEPHONE NUMBER.**

PHOTOGRAPHS

In the course of our work in school we take photographs and videos of the children and their work. These are used for display purposes and also as tools to promote conversation and extend the children's learning experiences. Occasionally we may use photographs of the children on the school website, in school booklets and possibly in newspaper articles about the nursery school. You will also receive regular photos of your child's learning experiences through the 'Seesaw' app, which we use as a communication tool between parents and the school.

If you do not agree to this please speak to the Principal.

We cannot be responsible for taking of photographs or video images by parents or visitors during school activities or outings.

CHILD PROTECTION/SAFEGUARDING - A GUIDE FOR PARENTS

Everyone has a duty to protect children from abuse and/or neglect.

The Department of Education (NI) has clearly set out the roles and responsibilities of staff, and requires every school to develop, to review and to follow their own Child Protection & Safeguarding policy.

SCHOOL PROCEDURE AND THE ROLE OF STAFF

The school will keep in close contact with parents about their children's progress. If there are any day-to-day concerns, these can be discussed between the parents, the teacher and if necessary, the Principal.

However, if a teacher or anyone working in a school:-

- Is told by a child that they are being harmed or abused
- Notices any unusual, unexplained marks or bruises on a child
- Is aware of inappropriate sexual language or behaviour from a child
- Observes signs of serious neglect

these concerns will be passed to the Designated Teacher for Child Protection who may be obliged to pass these concerns on to Social Services as outlined in the school's Child Protection Policy. The safeguarding and well being of each child is paramount.

The Designated Teacher will usually let parents know this is happening, but if there is concern that in telling parents the child is put at greater risk, then parents will *not* be notified until the matter is investigated by Social Services. When a Child Protection referral is made, Social Services must contact the police to decide whether Social Services or the Police will investigate.

A Social Worker will talk to the parents and the child involved and will consult with the school and other agencies so that they can get a full picture of what has happened.

THE ROLE OF PARENTS

It is extremely important for parents to keep the school fully informed of family developments that may eventually give rise to questions regarding pupil welfare and child protection. For example, the reason for:-

- Unexplained injury or bruising
- Repeated absence from school
- Untreated medical problems
- Constant hunger/no breakfast
- Sudden mood swings

Parents may speak to the class teacher about any of the above, or any other issue relating to Child Protection/safeguarding.

Useful contacts:

South Eastern Health & Social Care Trust (Social Services)
Gateway Team
c/o Stewartstown Road Health Centre
Belfast

Tel: 0300 100 0300

Helplines: NSPCC 0808 800 500 (free)
 Childline 0800 1111 (free)

A more detailed Child Protection/Safeguarding policy is available from the office should you wish to read it or have a copy.

If you have any queries about the information in this letter or want more information or advice, please speak to the Principal and Designated Teacher for Child Protection, Miss Fleck.

Contact telephone number: Pond Park Nursery School - 028 92 671516

COMPLAINTS PROCEDURES

Where parents/volunteers feel that staff have not acted in accordance with the school's policy they have the right to complain in the manner outlined below:

- In the first instance, all queries or concerns should be addressed to the teacher of the class in which the child is a pupil/in which the adult is working or volunteering.
- If satisfaction cannot be gained from this initial query, parents should contact the Principal of the school, Miss Fleck, who will investigate the matter.
- If parents are still dissatisfied with how their query/complaint is being handles, they may address their further concerns in writing to the Chairperson of the Board of Governors of the school, Ms Sheelagh Carville, who will in turn investigate the matter.

Parents should note that any Child Protection/Safeguarding concerns or queries should be addressed in the manner outlined in the school's Child Protection Policy, a full copy of which is available from the school office.

TOILETING & INTIMATE CARE PROCEDURES

It is anticipated that all children in the school should be fully independent in toileting during school sessions. If a child has a recognised special need or medical condition every effort can be made to arrange with the appropriate bodies to enable access for the child.

Accidents occasionally happen, particularly during the first few months of the school year. This is a big transition for children, full of new experiences and possible uncertainties. We ask you to work with us to minimize any potential problems, by helping your child to understand our toileting arrangements.

1. Children do not need to seek permission to use the toilet. They will be encouraged by staff to simply go to the toilet area when they feel the need to.
2. Children should be dressed in clothing which is easy for them to adjust independently. Belts and buttons can take up valuable time so please avoid them when selecting clothes for your child. Pull-on jogging bottoms are ideal.
3. It is helpful to remind your child about routines for hygienic use of the toilet:
 - sit/stand until toilet is finished
 - wipe their body carefully with toilet paper
 - flush the toilet
 - replace all clothing before leaving the toilet
 - wash and dry hands carefully

Children should seek assistance if they are having difficulty and help will be given wherever possible. It is important to remember there are 26 children and 2 members of staff. It is not always possible to be available at the vital second when a child needs a helping hand. Independence is always encouraged.

Children are encouraged to tell a member of staff if they have a toilet accident.

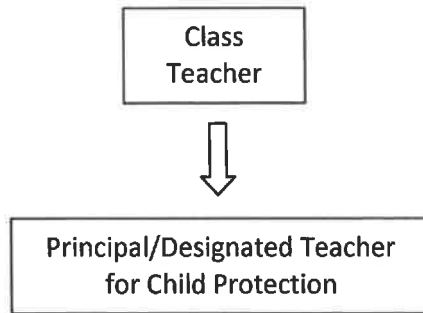
4. If your child has a toileting accident they will be encouraged to change themselves independently, as outlined in our Education Restart plans.
5. If a child appears to be ill, requiring a greater level of intimate care, we will immediately contact you or the people you identify as emergency contacts, who must be available to come to the school to take the child home for bathing.
6. Only employed members of staff will deal with matters relating to toileting and intimate care.

Toileting is a normal part of our lives and your child should be familiar with school routines. This will enable them to avoid accidents and make the most of their time in school free from worry.

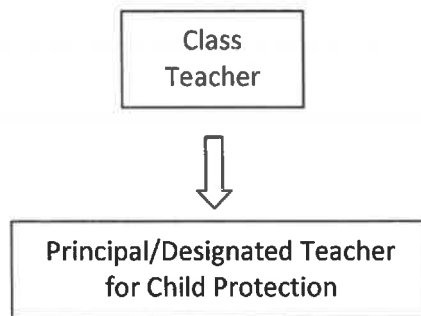
POND PARK NURSERY SCHOOL

CHILD PROTECTION CONCERNS - CONTACT PROCEDURES

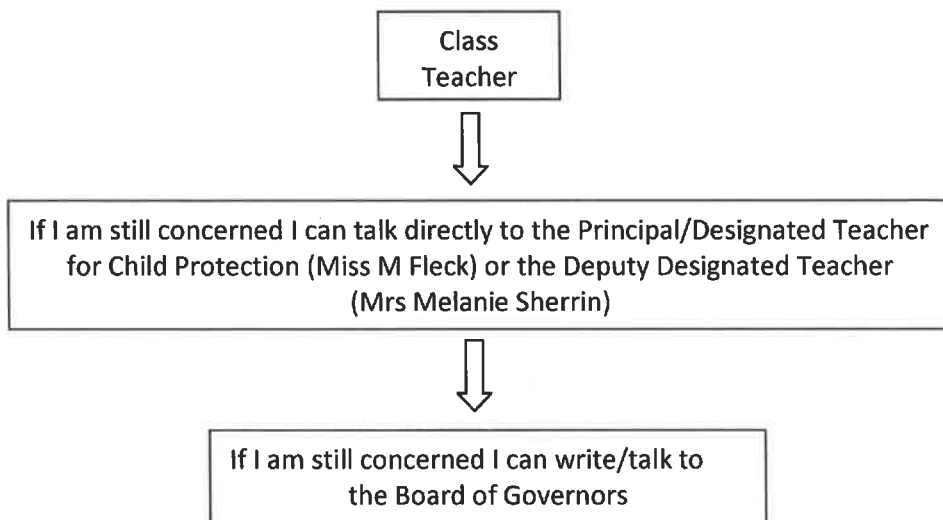
1. **Discipline/Classroom issues:** e.g. single incident, general concerns



2. **Pastoral Care Issues:** e.g. bullying, name-calling etc.



3. **Safety at School:** e.g. any concerns relating to your/a child's safety at school



4. **Child Protection/Welfare:** e.g. family upheaval, abuse outside school, complaints about staff etc

