



What Should I Do?

A Pupil's Guide to Pastoral Care

Ratified by Board of Governors- 8th December 2022

Update due September 2024

Introduction:

This is a guide for all the pupils of Greenisland Primary School to help you keep and feel safe while at school.

The situations you may be in during a school day are written as questions and the answers on how to deal with these situations are given.

In My Classroom:

What do I do if I feel sick in class?

If you feel unwell in class, put up your hand and tell the teacher. If you think you are going to be sick run to the nearest toilet - someone will follow you to make sure you are all right. If necessary, the teacher will contact your parents and they will be asked to collect you at school to take you home. If you remain in school the teacher may arrange for you to stay inside at break and lunch time.

What do I do if other children do not share with me?

Other children do not have to share things that are their own. If they refuse to share these then you must accept this.

If they refuse to share things, which belong to the school, tell the child what you want politely. Do not shout or grab. If they still refuse to share, then tell the teacher.

What do I do if someone is calling me names or making fun of me?

Everyone is teased at some time in their lives. You are best to ignore this or sometimes you may even think it's funny. **BUT** if

someone keeps on teasing you until you are upset tell them that what they are doing is upsetting you and that if they don't stop you will tell the teacher. Remind them of the Golden Rule - We are gentle - We do not hurt anybody. If they still continue to upset you tell the teacher.

What do I do if someone is hitting me in class?

Hitting is always wrong. Tell your teacher immediately.

What do I do if someone is keeping me back from my work?

Try to ignore them. Most times that person will get bored and stop annoying you. If this does not work, then quietly tell them that that they are disturbing you - remind them about the Golden Rule - We work hard. We do not waste our own or others' time. If they still continue tell the teacher.

What do I do if I cannot do my work?

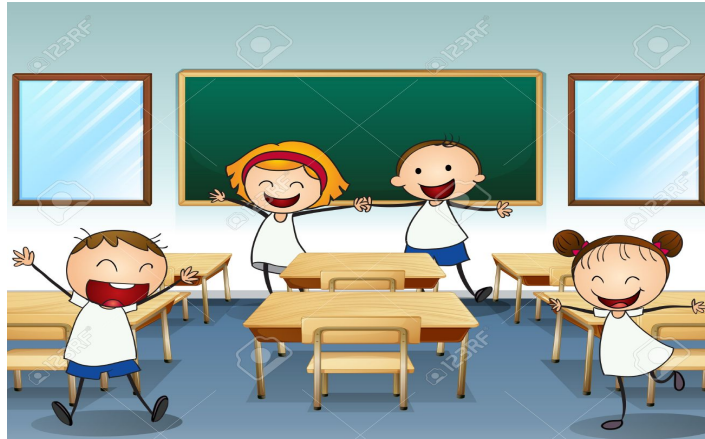
Always **LISTEN** when the teacher is explaining your work. Always **TRY** to complete the task first. Remember 'Brain, Book, Buddy, Boss'. If you still do not know what to do put up your hand. Be prepared to wait. Remember there are other children in the class and they may need help too.

What do I do if I need to take medicine, tablets or inhalers in school?

Your mum or dad will fill in **Form AM2 -Request for a School to Administer Medication** and either they or you will bring it into school with the medicine.

What do I do if I need to get out of school?

If you need to get out of school for any reason, tell your mum or dad that you need a note explaining where they are taking you and at what time you will need to go. Alternatively, they could ring school and explain. Tell them that they will need to collect you the office.



Break/Lunch/Home Time:

What do I do if my parent/childminder does not turn up on time?

You wait with your teacher until they leave the gate, when your teacher will bring you into school and someone will telephone your parent/childminder to find out what is happening. You must **NEVER** go home with someone else if it has not been arranged by your parent for you to do so.

If you are allowed to walk home and your parent has informed us, you must walk straight home using your normal agreed route. Remember road safety and stranger danger!

What do I do if someone hits me?

If someone hits you, find an adult to tell immediately. If you cannot get away, shout as loudly as you can so that others will hear you.

What do I do if someone calls me names or says things which upset me?

Try ignoring the person. They may get bored and go away. If they persist tell them are upsetting you (remind them about our Golden Rules) and if they still don't stop, you will tell an adult. If they continue tell the teacher, classroom assistant or playground supervisor. **Never suffer in silence!**

What do I do if I am afraid to go out because of other children scaring me?

If you are scared to go out on your own tell your teacher and he/ she will deal with the problem.

If someone you are afraid of threatens you or goes to hit you, run away. If you cannot get away shout as loudly as you can or get your friend to help. Your friend can also get help from an adult.

Tell your teacher if you have a problem and she will help you.

What do I do if someone threatens me?

If someone threatens you tell an adult. Sometimes children threaten to harm you if you tell an adult. If they say this, they are frightened of being 'told on' - so you **must** always ignore this and tell.

What do I do if a stranger talks to me?

If a stranger talks to you walk away. Do not reply to them. If you are worried go to the nearest trusted adult and point out the person you are worried about.

What do I do if others are harming my friend?

You can always support your friend. Stay near them in the playground and tell those who are harming your friend that you do not approve of their behaviour. If your friend is being hit or upset and is not telling staff, then you should tell a teacher for them.

What do I do if I get hurt in the playground?

If you fall or hurt yourself in any way, go to the classroom assistant or playground supervisor. They will decide if you need First Aid treatment and if so will take/send you to the Staff Room.

What do I do if someone else hurts themselves?

Ask the person if they are all right. Do not try to lift them. If you feel they need help, go to the nearest adult and tell them.

What do I do if I see a fight in the playground?

If you see a fight in the playground, never try to break it up yourself. You could get hurt. Go and tell an adult immediately.

What do I do if I forget my lunch?

As soon as you realise that you have forgotten your lunch, tell your teacher. If it is practicable your mum or dad will be telephoned and asked to bring your lunch. If not, you will be able to get a school dinner, or a lunch will be provided for you.

The money for the dinner should be brought to school the next day.



We hope you always feel safe at Greenisland Primary School.

The Designated Teachers for Child Protection:
Mrs Falls
(Acting-Principal)

The Deputy Designated Teachers:
Mrs McComb
Mr Johnston (CP Team)