

Ashgrove Primary School

# What Should I Do?

A Child's Guide To  
Pastoral Care

1 January 2005

VERSION 1:1

## **Introduction**

This is a guide for you, the pupils of Ashgrove Primary School, to help you look after yourselves and keep safe while at school. The situations you may be in during a school day are written as questions and the answers 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. The teacher will decide with you whether it is necessary to contact your parents. If you stay in school, the teacher may arrange for you to stay inside during break and lunch if it is necessary. You must have permission from your teacher to stay indoors. If your parents are contacted they will be asked to come down to school to take you home.

### **What do I do if other children will 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 that belong to the school tell the other child what you want politely. Do not shout or grab. If they still refuse to share then put up your hand and tell the teacher.

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

Everyone is teased, even adults. This can often be ignored. Sometimes you can even see that it is funny. Try to do this. If someone keeps on teasing until you are upset tell them that what they are doing is upsetting you and that if they keep on you will tell the teacher. Remember they may not know that you are upset. If they still continue to upset you, put up your hand and tell the teacher. Try to remember some of the words the person has said.

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

Tell your teacher right away. Hitting is always wrong. Do not accept other children hitting or hurting you in any way.

### **What do I do if someone is keeping me back in my work?**

Try to ignore them. Most times if no one is interested the person will get bored and settle down. If this doesn't work, quietly tell the person that you are being disturbed. If they still disturb you put up your hand and tell your teacher.

### **What do I do if I cannot do my work?**

Make sure that you are listening when the teacher is explaining your work. If you are fussing with books and pencils when the teacher is talking you may not hear everything that is said. Look at the task carefully. You may have done similar work before. If you are working from a book, read what it says at least twice. If you still do not know what to do put up your hand. Be prepared to wait. Your teacher has lots of children to help. You may not be the only one who needs help.

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

Try to take all medicines and tablets at home if you can. If you have to take medicine three times a day take it before you come to school, when you go home and bedtime unless your doctor tells you otherwise.

If you need to take medicine in school ask your parent to speak to your teacher and make an arrangement. Help the teacher to remember to give you the medicine at the right time.

### **What do I do if I need to get out of school to go to the doctor or dentist?**

If you need to get out of school for any reason tell your parent that you need a note explaining where they are taking you and at what time you need to go. Teachers will not release you unless they have this note. Your parent will need to collect you from the school office so that school knows you are safe and that someone will be taking you across roads.

### **Break/Lunch/Hometime**

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

You must return to school and tell a teacher/secretary/caretaker that you have not been picked up. You must NOT remain outside the school.

#### **What do I do if someone hits me?**

If someone hits you find an adult to tell. There will be a teacher or an assistant out in the playground. 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 that upset me?**

Try ignoring the person. They may only be trying to get you to chase them. If you ignore them they may get bored and go away or suggest another game that you might both enjoy. If they persist tell them that they are upsetting you and if they don't you will tell an adult. If they continue tell the teacher or classroom assistant. Never suffer in silence!

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

Ask a friend to stay with you during that break (buddy system). Explain to them that you are frightened and that you need someone to support you. Your teacher could help you to find a support person if you find this difficult.

When you go outside do not go to parts of the grounds that are hidden from the view of the teacher. Stay on the main playground where you can be seen clearly.

If someone that you are afraid of threatens you or goes to hit you run away. If you can't, then shout as loud as you can and get your buddy to help. Your buddy could also go to get help from an adult.

Don't forget to tell your class teacher about your problem. The teacher may be able to alert other teachers or make sure the person who is harming you will stay inside or arrange for you to stay inside during breaks.

### **What do I do if someone threatens me?**

If someone threatens you tell an adult either your teacher or another adult in school. Sometimes children threaten to harm you if you tell an adult. Remember if they say this they must be afraid of being told on so always ignore this and tell. Threats are often made when someone is angry and when they have calmed down it will be forgotten. Let your teacher decide what needs done.

### **Which teachers are the special child protection officers?**

If you have a problem or worry from home Miss Wylie and Mr Graham are the teachers who have responsibility as child protection officers. You can go at any time to talk to them about any problem.

### **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 an adult and point out the person you are worried about. This person is probably just a parent but always let an adult decide.

### **What do I do if someone I know but who does not belong to school talks to me?**

If someone you know, even your parent, talks to you do not leave the school grounds to speak to him or her. If it is your parent tell them that you are not allowed to leave until they have seen your teacher and that the teacher will be looking for you if you leave without telling him or her.

### **What do I do if others are harming my friend?**

You can help your friends in many ways. Staying near to them in the playground and saying to those who are harming them that you don't approve of their behaviour can help. If your friend is being hit or upset and is not telling staff, encourage them to tell. If you feel that they should be telling and are not telling, tell a teacher or member of staff for them.

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

If you fall or hurt yourself in any other way go to the teacher, supervisor or assistant on duty and tell him or her. They will decide if you need first aid treatment. If the adult sends you in go straight to the medical room or Room 4 where there is a medical kit and a teacher and/or classroom assistant on duty to help you.

### **What do I do if someone else hurts himself or herself?**

You can help by asking the person if they are all right. Try to stay calm and quiet. Do not try to lift them up. If they cannot get up it could harm them to try. If you feel that they need help but cannot get up go to the nearest adult in charge and tell them.

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

If you see a fight never try to break it up yourself. You could easily end up being injured. Go immediately to the nearest adult and tell them. If someone else has told a teacher, stay well away from the fight.

### **What do I do if I forget my lunch?**

As soon as you realise that you have forgotten your lunch tell your teacher so that someone can contact your parent. If you do not realise until your teacher has gone for lunch tell the lunchtime supervisor who will arrange a lunch for you.

## **Going on Day Trips with the School**

### **How do I make sure that I can go on an Educational Visit?**

When there is a school trip coming up your teacher will give you a note to take home. Make sure that the note is signed by one of your parents. You will not be allowed to go unless your parent allows you. Behave well in school. Teachers will not take children who do not behave well for their own and other people's safety.

### **How do I make sure that I don't get lost?**

Keep a close watch for your teacher. If you are looking around it is easy to forget to look for adults. Keep up with the group. Don't walk slowly at the back of the line. Listen carefully to all your teacher's instructions. Do as you are told at all times.

### **What do I do if I get lost?**

Stop and look round in every direction. Look for anyone from our school even if it is the wrong group and go to them. If you cannot find anyone in the group go to an adult who works in the place you are visiting and ask them to help you. If there is no one about and nowhere you can see where you can get help, stay where you are. When your teacher next counts the children in his/her group he/she will know you are missing and look for you. While waiting keep looking for your group or someone to help.

## **Residential Trips**

### **How do I make sure that I can go?**

Going on a residential trip depends on having permission from parents and good behaviour in school. Remember that residential trips will cost a lot of money and that your parents may not be able to send you on every trip that is offered.

### **How do I make sure that I don't get lost?**

Know who your group leader is and stay within sight of that teacher at all times. As soon as you arrive at each place you are visiting go to your group leader. If you are given a badge or a hat or some other item of clothing to identify the party wear it at all times. When you are on a residential you will be given an identity card. Carry it at all times.

### **What do I do if I get lost?**

Stop and look round to see if you can see your leader or any other leader from the group. If you can see any leader go to them. If you cannot find anyone go to a person who is

working for the place you are visiting. Give them your identity card. It has the mobile phone number of one of the leaders.

### **Keeping safe at night**

When you arrive at the place where you are sleeping you will be put in a room with others. Always sleep in the room that you are given so that your teacher knows where you are in an emergency. If others leave the room so that you are on your own go and tell a teacher. Do not sleep alone in a room unless your teacher knows.

### **What do I do if I want a teacher in the night?**

When you arrive you will be shown the room of the teacher who is looking after you. Make sure you know where it is. If you need help knock the door until the teacher hears you. If the teacher is busy elsewhere there will be a teacher on patrol who will be there shortly. In an emergency go to the reception area and ask any member of staff for help.

### **How will I make sure that I don't lose my money?**

Give all your pocket money to your teacher before going on the trip. The teachers will give you some of the money every day so that you can only lose a small amount. Bring a purse or wallet to keep your money in and a day bag to carry a coat, money and anything you want for the day.

### **How will I make sure that I am safe on the bus?**

Stay in your seat at all times. If you are sick or need anything urgently the teacher will come to you. If the bus is fitted with seat belts wear them at all times.