

St. Joseph's Grammar School

Scoil Iósaef



Pastoral Care

Information for Parents

Safeguarding/Child Protection

Caring through Partnership

2022-2023



In St. Joseph's Grammar School Pastoral Care permeates all aspects of school life. In this school we pride ourselves on the pastoral ethos which exists. Through the pastoral care arrangements and provision, the school demonstrates its continuing concern for the academic, spiritual, moral, personal and social development of the pupils. By doing so we hope to assist each pupil to apply him/herself fully and confidently to the learning process and hence acquire the knowledge, understanding, values, attitudes and skills necessary for a successful and satisfying school experience and future life. We provide the opportunity for every pupil to develop into responsible, self-aware, confident and capable young people equipped to cope with the challenges of the 21st Century.

In particular, our staff aim to help:-

- *To promote the holistic development of the pupil*
- *To develop in pupils a strong sense of their own dignity and self-esteem and a respect and esteem for others*
- *To prepare them to become Christian citizens in the community*
- *To develop their talents to the fullest extent.*



The pastoral care of pupils is an integral part of the education programme of the school and the pastoral dimension permeates all school activities and is complementary to the academic work of the school.

The delivery of Pastoral Care is co-ordinated by a Pastoral Team, led by the **Pastoral Vice-Principal, Mrs A Mc Gleenan**, through a general and specialised focus.

General Focus: This requires a caring commitment by all teachers to guide and advise pupils on both a formal and informal basis on personal, educational and vocational matters.

Specialised Focus: This helps ensure that the Form Teacher has a detailed knowledge of the many individual needs, aspirations, interests and academic progress of each pupil in his/her form class. With this knowledge it is hoped this serves to integrate the worth of teachers, parents and others in supporting the learning development of each pupil.

A Year Head, supported by the Key Stage Co-ordinator and Senior Leadership Team, oversees the general welfare of all pupils in the Year Group and supports the Form Teacher at all times.



We also make available to pupils the help and support of a number of services and programmes including an Educational Welfare Officer, Medical Services, Social Services, Drug Squad, Careers Services, School Chaplain, School Counsellor, Hopeful Minds Programme, Love for Life programme, Mood Matters, Menssana, Aware Defeat Depression and a variety of internet and cyber safety awareness programmes - which combine to meet the varied and often complex needs of pupils. We ensure that any external agencies used to support our work with pupils adhere to the values and ethos of our school.



Personal Development Programme

The pastoral care of our pupils means responding to their needs at a period of their young lives when they are growing physically and acquiring a wide range of knowledge and skills.

Personal Development is fundamentally about the holistic development of our pupils. The Personal Development Programme is designed to provide pupils with the qualities, attitudes, values, knowledge, understanding and skills necessary for personal development. It also aims to facilitate the acquisition of social competencies and to encourage responsible social participation. The Personal Development Programme is delivered in a weekly timetabled series of lessons which have been planned in a progressive manner and is delivered by a core team of teachers. The programme includes topics, relevant to each year group, to enable our pupils to achieve their potential; become confident, independent and participative citizens; make informed and responsible choices and decisions throughout their lives



The topics for this programme, which may be added to in response to the needs of individual class groups, address the following ten key themes:-

• Health and the whole person	• Self Concept
• Feelings and Emotions	• Morals, Values and Beliefs
• Managing influences and making decisions	• Managing change
• Learning about Learning	• Relationships and Sexuality
• Safety and Managing Risk	• Drugs Awareness



Our Personal Development Programme also includes topics on personal safety for each year group which aim to develop the skills, values, attitudes, knowledge and understanding to help them resist or avoid potentially dangerous situations and to reject inappropriate behaviour.

Important elements of this personal protection education includes age related information on Relationships and Sex Education, Internet Safety, Gambling and Substance Abuse and Bullying.

The recording of pupils' achievements is an integral part of the programme in each year groups and all relevant information will be documented for inclusion in the pupils' summative Progress File, presented at the end of Year 12.



School Counselling Service

As there are many factors impacting on young people's lives today a counselling service is provided to support and empower young people at challenging times in their lives.

The Department of Education in cooperation with Familyworks Schools Counselling Service provide the counselling service in school.

It is provided weekly by a trained and experienced Counsellor. The service is non-judgemental, confidential and free.

Students are seen by appointment by self-referral or referral from a member of Staff or Parents/Carers.

Please contact your child's form teacher or Mrs McGleenan amcgleenan128@c2kni.net if you would like an appointment for your child with the counsellor.



Special/Individual Education Needs

In St. Joseph's Grammar School we aim to meet the educational needs of all our pupils within the framework of mainstream provision in the classroom. The progress of all our students is monitored on an ongoing basis. If difficulties are identified in consultation with parents the necessary support will be put in place to help the pupil in line with the Special Educational Needs Code of Practice.

At St. Joseph's Grammar we believe in every pupil maximizing their fullest potential. Our gifted and talented students are encouraged to participate in extra qualifications and enrichment activities. Pupils from the Irish medium sector or who do not have English as a first language have access to specialist tuition.

Should you have any queries or concerns contact Dr Michelle McCoy SENco

Copies of the school Special Educational Needs Policy can be obtained by contacting the school office or by visiting the school website on <http://stjosephsdonaghmore.com>



Safeguarding/Child Protection

A Child Protection Policy operates in St. Joseph's. Its aim 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 detection and inter-agency management of situations 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.

In all their contact with pupils, staff in St. Joseph's follow the guidelines and procedures described in the DENI publication "Safeguarding and Child Protection in Schools: A Guide for Schools" (2017)

The following principles form the basis for our child protection activity:-

- the child's welfare must always be paramount; this overrides all other considerations:
- a proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is a conflict, the child's interest must remain paramount;



- children have a right to be heard, to be listened to and to be taken seriously. Taking account of their age and understanding they should be consulted and involved in all matters and decisions which may affect their lives and be provided with appropriate support to do so where that is required. Where feasible and appropriate, activity should be undertaken with the consent of the child or young person and, where possible, to achieve their preferred outcome;
- parents/carers have a right to respect and should be consulted and involved in matters which concern their family;
- actions taken to protect a child (including investigation) should not in themselves be abusive by causing the child unnecessary distress or adding to any damage already suffered;
- intervention should not deal with the child in isolation; the child must be seen in a family setting. The criminal dimension of any action cannot be ignored;
- children with disabilities are children first and have equal rights to protection. They have particular needs which require specialist attention.



- where it is necessary to protect the child from further abuse, alternatives which do not involve moving the child and which minimise disruption of the family should be explored;

From the Children (Northern Ireland) Order 1995, Guidance and Regulations, Volume 6, “Co-operating to Protect Children”.

In particular, the central principle which our staff support is that every child has a fundamental right to be safe from harm and to have proper care given to their physical, emotional and spiritual well-being.

In all cases of suspected child abuse the action that will be taken in St. Joseph’s is that of informing Social Services and the Southern Education Authority. The school will not be involved in investigating the suspected abuse.



What do I do if I have a concern about a child outside of school hours?

If a parent/carer has a concern about their child or another child outside of school hours i.e. between 5.00pm-9.00am contact the **Regional Out of Hours Social Work Service (RESWS)**.

This service provides an emergency social work response across Northern Ireland on an out of hour's basis:

5.00 pm to 9.00 am weekdays

24 hours at weekends and bank holidays

This is an emergency service to be used only when you need a Social Worker urgently, after hours.

The RESWS will provide services for the following groups:

Children and young people

Older people

People with mental health problems

People with learning difficulties

People with physical disabilities

Families and carers of all these groups



Wherever you live in Northern Ireland, Out of Hours Social Workers can be contacted through one central telephone number:

Tel: (028) 9504 9999

RESWS will accept referrals where:

- There are concerns that a child has suffered, or is likely to suffer significant harm
- There are concerns in relation to children who are Looked After by a Health and Social Care Trust
- Foster carers experiencing difficulties in relation to a child placed with them
- There is suspected or confirmed abuse of a child
- In cases where there is a serious and imminent risk of family breakdown both in the community, foster care or kinship placements
- An appropriate adult is required for young people who are subject of a care order
- There is a need for authorised professionals to make an enquiry to the Child Protection Register

For more information go to <https://setrust.hscni.net/service/regional-emergency-social-work-service-resws/>



How Can A Parent Make A Complaint

I have a concern about my/a child's safety
Partnership with Parents

I can talk to the class/form teacher

If I am still concerned I can talk to the Designated
Teacher, Mrs A McGleenan/Deputy Designated Teacher for
Child Protection or the Principal, Mrs G Donnelly

If I am still concerned I can talk/write to Acting
Chair of Board of Governors Mr Ciaran McKenna

At any time I can talk to the local Children's Services
Gateway Team Tel: 028 3741 5285 or 0800 783 7745 or the
PSNI Central Referral Unit at cru@psni.pnn.police.uk



In St. Joseph's Grammar, we believe that the fostering of trust and good relationships with the Parents/Guardians of our pupils is very important. A close partnership between home and school should help ensure that all our young people learn and develop to their full potential in a caring, supportive and safe environment. Good communication is essential if we are to achieve this. We therefore urge parents and pupils to share any concerns so that effective solutions can be found as quickly as possible.

If you have any concerns about any aspect of your son's/daughter's education, please contact the school and an appointment will be arranged to meet with one or more of the following members of staff:

We would also encourage Parents/Guardians to attend our yearly Parent/ Teacher Meeting and Information Evenings. In turn, members of staff are encouraged to keep Parents/Guardians fully informed regarding pupils' progress and development.



We encourage parents/carers to contact staff should they wish to discuss any aspect of their child's academic or pastoral needs.

Year Head

- Year 8: Ms N Begley & Mrs D O'Neill
- Year 9: Mrs S Quinn & Mr S Donnelly
- Year 10: Mr N Kelly & Ms M McGleenan
- Year 11: Mrs S Pletts
- Year 12: Mrs A McGleenan *Acting*
- Year 13: Ms D Dolan *Assistant:Mr A Gallagher*
- Year 14: Ms D Dolan *Assistant:Mr A Gallagher*



Senior Leadership Team

- **Mr P Corrigan**

Positive Behaviour & CEIAG K.S.4 Co-ordinator
Deputy Designated Teacher for Child Protection

- **Mr D Tennyson**

Head of Scoil Íosaef, IMS, KS3 co-ordinator IMS
Deputy Designated Teacher for Child Protection

- **Ms C Taggart**

Learning and Teaching
Deputy Designated Teacher for Child Protection

- **Mr P Quinn**

K.S.3 Co-ordinator
Deputy Designated Teacher for Child Protection

- **Dr M McCoy**

SENCO
Deputy Designated Teacher for Child Protection

- **Mr P McMaster**

Public Relations, Marketing, Communications

- **Pastoral Vice Principal: Mrs A McGleenan**

Designated Teacher for Child Protection

- **Curriculum Vice Principal: Mrs O McCourt**

Deputy Designated Teacher for Child Protection

- **Principal: Mrs G Donnelly**

Deputy Designated Teacher for Child Protection





SAFEGUARDING TEAM

If you have something important to talk to staff about...

If you are worried about something that is happening to you or someone you know...

If you need help, or if you need to know how to get help...

Mrs. A. McGleenan (Vice-Principal)
Designated Teacher for Child Protection



Staff are here to listen and help. They will try to do what they can...

If you are worried about telling things in confidence...

Tell the staff - they will understand

Mrs. G. Donnelly (Principal)
Deputy Designated Teacher for Child Protection



Mrs. O. McCourt (Vice Principal)
Deputy Designated Teacher for Child Protection



Mr. P. Corligan (Senior Teacher)
Deputy Designated Teacher for Child Protection



Mr. P. McMaster (Senior Teacher)
Deputy Designated Teacher for Child Protection



Mr. D. Tennyson (Senior Teacher)
Deputy Designated Teacher for Child Protection



Ms. C. Taggart (Senior Teacher)
Deputy Designated Teacher for Child Protection



Mr. P. Quinn (Senior Teacher)
Deputy Designated Teacher for Child Protection



Ms. M. McCoy (LSC)
Deputy Designated Teacher for Child Protection



If they are concerned about your safety they may need to share this with others, but they will always tell you first. If you are still unsure about talking to a member of staff tell a prefect, a friend or arrange to see a school counselor.

Alternatively, you can telephone:

Childline
0800 11 11

NSPCC Helpline
0808 800 5000

Lifeline
0800 808 800

These calls are free and will not show up on your home/landline phone bill. They will help you figure out what to do next.

In all cases of suspected child abuse the action that will be taken in St. Joseph's is that of informing Social Services and the Education Authority CPSS. The school will not be involved in investigating the suspected abuse.

