

Magherafelt Integrated Nursery School

'Exploring, Learning and Celebrating Together'



**Magherafelt
Integrated
Nursery School**

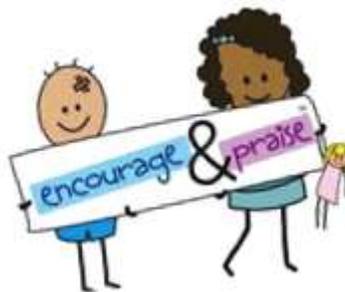
Summary of School Policies September 2025

Positive Behaviour Policy

It is the policy of Magherafelt Integrated Nursery School that children need firm, fair and consistent boundaries and routines to enable them to settle in and to begin to relate to others. All children have the right to be safe from harm and to feel secure and connected in the school environment. Young children will be learning the skills of emotional regulation and social competence and will be supported by the staff to progress at a developmentally appropriate level.

Partnership with you, the parent, is key to establishing positive routines and patterns in your child. The class teacher will be happy to offer support and guidance in this area. Likewise, the principal will provide advice as necessary, with the shared aim of enabling the child to access the nursery curriculum and to connect with others.

It is important to consider individual learning needs when applying the school behaviour management policy. In this school community, it is the held view that all behaviour is communication, and that children need to communicate their needs in whatever way they can. The teacher will endeavour to meet your child's needs and may consult with you or with outside agencies for advice e.g. Health Visitor, EA Advisors, Educational Psychology etc.



The Golden Rules

The school Behaviour Management Policy adheres to the principle of 'promoting positive behaviour patterns and routines.' The following Golden Rules (provided by Jenny Mosley) are designed to keep children safe and are positively framed, telling children 'what to do' rather than a list of 'don'ts!'



Strategies Used to Support Children

- Providing a short reason for the desired behaviour.
- Encouraging child to seek adult help.
- Encouraging child to 'use words/gestures' to communicate meaning.
- Giving child the opportunity to make amends.
- Giving positive attention to the behaviours we wish to promote.
- Sharing social and emotional stories with children.
- Using puppets and scenarios to act out behaviours.
- Modelling caring and positive behaviours ourselves.
- Supporting / Redirecting child away from a behaviour before it escalates.
- Using sanctions when needed (appropriate to the behaviour).
e.g. Thinking place, Calm down / regulatory activities.
- Using visual support systems to help children to understand / communicate.
- Encouraging children to be tolerant of and support each other's needs.

Redirection / Restraint when needed

- Child will be given a warning to stop a behaviour.
- Child will be redirected to another area of play.
- Sensory classroom breaks will be provided.
- Calm down activities will be encouraged.
- Child will be asked to sit out of a play activity for a short period of time.
- Child may be asked to 'think it out' with adult help.
- The sanction used will be appropriate to the behaviour need and to the child's understanding.
- *A dysregulated child can cause harm to self or others/property* and, in this instance, staff will attempt to remove other children and play materials from the area. Gentle restraint may be used, with a member of staff holding the child reassuringly whilst offering verbal and non-verbal reassurance. Once the child's wellbeing is restored, he / she will be encouraged to join a quieter activity and will be closely supervised by staff.
- The school has dedicated spaces used for 'regulatory' and small group activities.



Please note we do not have or use a 'naughty chair,' ***rather a place to think and to calm down before rejoining the play.***

Anti-bullying Policy

At Magherafelt Integrated Nursery School, we are committed to providing a nurturing, friendly and safe atmosphere in which our children can flourish and develop. Bullying is the persistent, repeated and targeted negative behaviour against a child or group of children; it can be verbal or physical. **Whilst bullying is less commonplace in the nursery school, any instances will be monitored and discussed with the child and the parent.**

Please make us aware if your child feels unsafe so that we can put supportive systems in place. Staff and / or Governors will respond promptly and will keep you informed.

Procedures and Prevention

- Do let the staff know.
- Staff will monitor and record the incidents.
- Parents will be informed at the appropriate stage.
- All children involved will be supported by the staff.
- The Golden Rules will be reinforced.
- The 'Box of Feelings' choices and feelings will be explored to develop empathy.
- Social stories will be shared with the children.
- Each case will be carefully monitored by staff.
- Information will be shared on a '**need to know**' basis.



Complaints Procedure

Magherafelt Integrated Nursery School welcomes the comments of parents, carers, and children about the quality of the education that we offer and comments about areas of our service that you may have concerns about. As Principal, I will ensure that your views are discussed by Staff / Governors and where appropriate, acted on. It is our aim to provide the highest quality service for your children and to develop effective working relationships with all.

We believe that it is important to identify and resolve concerns and dissatisfactions promptly and we welcome open communication with the staff.

- If you wish to make a complaint, you should do so in writing to Mrs L Whiteside or to the Chairperson of the Board of Governors (Details are available in the office). The complaint will be acknowledged within 10 days. Where the complaint concerns an aspect of child protection, the Principal (Head of Safeguarding Team / Designated Teacher for Child Protection) has a responsibility to inform Social Services, if appropriate.
- Your complaint will be filed in the complaints file.
- Where a complaint is made against a member of staff, that person will be told of the nature of the complaint.
- The designated person will inform you in writing of the outcome of your concern within 14 days.

PARENTAL COMPLAINTS PROCEDURE FLOW CHART

Informal Stage - Step 1

Speak with the teacher



Informal Stage - Step 2

If complaint is unresolved following Step 1, or if the complaint is against a member of the non-teaching staff, contact the Principal to arrange a meeting.

If complaint is against the Principal go to Formal Stage Step 3



Formal Stage - Step 3

If complaint is unresolved following Steps 1 and 2, or procedures are to be initiated at Step 3, write to the Principal or Chairperson of Governors



Formal Stage - Step 4

Chairperson to make preliminary investigation and / or refer to Complaints Sub-Committee for its investigation



Appeals Process - Step 5

Written request to Chairperson to have complaint heard by Appeals Sub-Committee

Prescribed Medicines

The staff of Magherafelt Integrated Nursery School will administer life-saving medicines to the children in our care e.g. in cases of asthma, diabetes, anaphylaxis, epilepsy. Staff receive annual refresher training in the relevant areas and will only administer such medicines where a medical care plan exists (available from the secretary of the consultant / medic who diagnosed your child) and a copy of same is provided to the school. The School Careplan and consent forms will also need to be completed. The school will keep the medication in a secure place and administer it as directed on the care plan.



Staff will keep a record of medicines that have been administered.

If a child is prescribed medicine on a short term basis e.g. antibiotic, paracetamol, laxative, this should be administered at home. Children can have a reaction to medicines and are best cared for at home until they are well enough to take part in ***both indoor and outdoor nursery activities***. The maximum session for any child in the nursery is 4.5 hours and most medicines are administered every 4-6 hours.

A parent / named carer is welcome to come to school to administer the medicine to the child. A short term medication administration form must be completed by the parent if this medication is needed in school hours.

The school is guided by EA recommendations in relation to administration of medication in school.

Minor Accidents



Magherafelt Integrated Nursery School staff will endeavour to ensure that, children are physically safe from harm. There will, however, be occasions when children will have a minor accident such as a cut, bump etc. At present the appropriate staff hold current 'First Aid' qualifications and will follow the appropriate procedures for minor accidents. For anything more serious, you the parent, will be notified or in the case of an extreme emergency, an ambulance will be called. Please make sure that all contact numbers are kept up-to-date and mobiles are always switched on. In the case of a minor incident, a written record will be kept, and the parent/carer/childminder will be informed when collecting the child from school. In the case of more serious bumps and falls, the teacher will contact the parent directly. An EA online form will be completed for all serious incidents/accidents.

Reminder: Children who are ill will not be fit for the nursery activities including outdoor play, and require higher levels of care. They may need to take regular medicine which cannot be given by staff. To prevent the spread of infection in our young children, please adhere to the following guidelines provided by the Department of Health.

Diarrhoea and/or Vomiting	48 hours after last episode
Chickenpox	Until all vesicles are crusted over
Scarlet Fever	Child can return 24 hours after starting antibiotic
Starting Antibiotics	At least 48 hours after starting medication
German Measles	4 days from onset of rash
Whooping Cough	At least 48 hours after starting medication
Scarlet Fever	At least 24 hours after starting medication
Covid-19	As per updated PHA Guidelines

Arrival Arrangements

- All children should enter at the named entrance door / gate.
- Dummies / soothers should stay at home (not in car/on route to school) to enable children to be ready.
- Please aim to drop your child off on time i.e. 9am or 12.30pm. 5 minutes each day is almost 30 minutes each week.
- A note will be kept of late arrivals and parents will be contacted if a persistent pattern emerges.

Collection Arrangements

Parents have been previously advised regarding the Schools collection policy (see 'Getting Started' Booklet emailed in June).

- Collectors must be aged 16 or over.
- Only the collectors you have listed will be permitted to collect your child from school.
- The school must be informed in advance of any changes to collection arrangements (in the morning at drop off time, via the school office or the school website Contact Us page).
- New collectors (not on the list) must bring photographic ID.
- If collecting a child early from a session, you will be required to sign your child out of school.
- Children who go home by EA provided taxi service – written details of the taxi firm must be provided and taxi drivers must show their ID. The taxi driver will be responsible for the safe exit of the child from school (unless otherwise advised by Education Authority).
- **Children must be collected by their finish time. *Please inform the office if you are going to be late.***



Intimate Care

It is assumed that your child is toilet trained and mostly independent with their personal care needs. This enables the staff and children to get the most out of their nursery day. Time spent **changing children is time spent away from teaching and learning**. Children also get embarrassed and distressed if they have repeated toileting accidents. Parents must inform the class teacher if your child has regular wetting / soiling incidents at home.

It is the policy of Magherafelt Integrated Nursery School to ensure that children are warm and comfortable during their play sessions. Therefore, on occasion, it will be necessary to change your child ie. if clothing is soiled, very dirty or wet.

Changing Procedures

- Written parental consent will be obtained at the start of the year via the google form 'MINS Safeguarding and Child Protection'.
- Changing will happen **either** in the bathroom or at the changing station in the foyer bathroom.
- Children need to have **spare clothing** in school – pants, vest, socks and trousers/leggings.
- A **record of changes** will be kept.
- A brief written note of explanation will be placed inside the bag of soiled items and the parent will be informed when possible.

Persistent Wetting / Soiling Difficulties

- Staff will take the child to the bathroom at regular intervals i.e. remind the child.
- A pattern of wetting / soiling will be recorded including dates and times.
- Progress will be monitored and discussed with the parent (by phone / meeting).

- Positive strategies / reward charts will be used for a targeted period of time.
- A 'toileting plan' will be agreed with carers —outlining strategies to work on. Guidance / further information will be provided.
- A parent may be asked to attend an information session with the teacher / principal.
- If your child has been prescribed a laxative, for your child's comfort it may be best to keep your child at home until the medication takes effect (discuss with teacher).
- Staff will keep the principal updated regarding your child's progress.
- Staff may request permission to contact the Health Visitor / GP for medical advice.



Severe / Prolonged Toileting Incidents

- In cases of severe / prolonged soiling (where a child cannot be cleaned appropriately or the child is distressed) ***the school will request a named adult to come to school to change the child.***
- A child may need a period of retraining at home to develop their confidence and skill (the child's nursery place will be kept).
- A shortened session may be offered as a temporary solution.
- Progress can take time but strategies and steps need be put in place to support your child in this key area of their independence.

Careplans

- ***Please note that if your child has a diagnosed medical condition, it is important that staff are made aware of this and that an individual care plan is put in place.***
- ***If your child has a serious diagnosed medical condition a care plan must be provided from the relevant Health profession especially for diabetes, epilepsy or anaphylaxis.***

Safety is for Everyone

- Bring the child to the classroom door and ensure he / she is received by an adult.
- Ensure children are hand-led on entering and leaving the nursery building.
- Open doors and busy entrances are an opportunity for children to exit unnoticed – be vigilant.
- The doors operate on an automated system and for safety reasons extreme vigilance must be exercised when children are in the foyer.
- If the front doors are closed, press the button to gain entry (Mrs Walker will be available daily between 9am and 2pm / use the buzzer if a staff member is not present).
- Prams and buggies must be left under the canopy outside the school building.
- Children must walk both into and out of the classrooms – **avoid carrying a child where possible.**
- **If arriving after the main door / gate has closed, press the buzzer and wait in the foyer for a staff member to greet you.**

Safety in the Car Park

A one-way system is in operation on the school grounds. Please drive slowly and park safely. **Park in the allocated spaces and drive carefully – the yellow box and double yellow lines must be kept clear.**

The car park is very busy and we want to keep you and your children safe. Use the footpaths and raised zebra crossing when dropping off and collecting your child.



Emergency Evacuation

In the case of an unforeseen emergency when all the children are required to leave the Magherafelt Integrated Nursery school building / campus, the meeting point for Parents/childminders will be Magherafelt Primary School.

If the entire site has to be evacuated, you will be informed by text of the meeting point at Sperrin Integrated College on the Pound Road.

Evacuation Procedure

If there is a fire  the alarm will sound or fire will be shouted by a grown up

Be calm STOP what you are doing 

 Listen and follow all instructions

Go outside together holding hands 

 Walk to the assembly point

Wait calmly for the fire engine 

Our assembly point is :

Safety is everyone's responsibility

**Ensure our children are
protected and safe**

Thank you



Website: www.magherafeltintegratednurseryschool.com

Tel: 028 7963 2981

Email: info@magherafeltins.magherafelt.ni.sch.uk

Reviewed August 2025.

*Policies are regularly reviewed and
will be available on the school website.*