



**LEIGHTON PARK**  
FOUNDED 1890

# **Pastoral Welfare Booklet**

**March 2020**

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*“Do you recognise the needs and gifts of each member of  
your family and household, not forgetting your own?  
Try to make your home a place of loving friendship and enjoyment,  
where all who live or visit may find the peace and  
refreshment of God’s presence.”*

*- Quaker Advices and Queries*



# Learning Support

Uncertainty can unsettle all of us but especially those with Special Educational Needs (SEN).

The Individual Learning Centre (ILC) at Leighton Park will continue to run ILC lessons throughout the LP@Home period via Google Meet, Google Classroom and emails. ILC Lessons will run at the same day and time as previously timetabled. However if they need to be changed to accommodate the logistics of your family, please discuss this with your son/daughter's ILC teacher via email.

For those students who require structure and routine the Cardiff and Vale University Health Board has published [useful resources for SEN students](#). They also run a free helpline.

It can be hard to keep children in 'study mode' while at home. While this [free webinar](#) is for ADHD students the advice is applicable for all students struggling to stay focused.

While there are many apps which block internet access, or allow selected websites, for a nominated amount of time, my favourite is '[Cold turkey](#)'. This can be very helpful on phones to stop constant text messages.

Please feel free to email [jo-anneelliott@leightonpark.com](mailto:jo-anneelliott@leightonpark.com) if you have any questions.

Jo-Anne Elliot  
Head of Individual Learning Centre



# Health Centre Information

The Health Centre have provided an overview of some common queries which may be a useful reference for you and your family over the coming weeks.

## Coronavirus

Public Health England guidelines are:

- The first person to have a fever over 37.8 degrees or a persistent cough stays at home for 7 days All other household members stay off for 14 days at this point
- If a household member develops symptoms during the 14 days, they must stay off for 7 days from the start of the symptoms (so if they develop symptoms on day 13/14, they will then do 7 days on top of this).
- If a household member does not feel unwell, they can return to their normal routine after 14 days.
- If another person in the household does get symptoms during the 14-day period, this does not mean the rest of the household need to start 14 days again, they all carry on as they were, just that person starts 7 days self-isolation

Self-isolation guidelines: are available [here](#).

## Healthy Eating & Lifestyle

The PE, Sport and Wellness Department will be providing fitness, support and advice on keeping fit.

It is important that whilst you are at home you continue to eat healthy and exercise.

The links below provide some useful resources for you:

- [Healthy eating for teens](#)
- [Eat well guide](#)
- [What counts as your 5 a day](#)
- [Good foods to help your digestion](#)
- [Healthy eating for vegetarians and vegans](#)



## Minor Illness and Injuries

Here are some useful tips and information for any illness and injuries that may occur at home during the period schools are closed.

### Back Pain

If the pain has been caused by lifting or twisting and is only in the back, paracetamol can be given for pain relief. A doctor should be seen if the pain persists more than a few days to get advice about gentle exercise or further treatment.

### Burns and scalds

Any burns or scalds need immediate action. For minor burns and scalds, remove any jewellery or clothing that may become a problem if swelling occurs. Cool the affected area with cold water for at least 10 minutes. Any concerns please cover with clingfilm and seek medical advice. Do not burst blisters and do not put on cream or ointments. If the burn is larger than the size of your hand, or the burn is on the face or the skin is broken, cool the area and seek urgent medical help.

### Sunburn

Care should always be taken to avoid over-exposure to the sun. Treat sunburn as other burns, applying cold water to remove the heat. Paracetamol will also help bring relief.

### Insect bites and stings

First remove bee stings with tweezers by gripping the base of the sting nearest the skin to avoid squeezing the poison sack and apply a cold compress. If stung in the mouth, sucking on an ice-cube or sip cold water may help and seek immediate medical attention. Antihistamine is likely to help so can be given (Piriton, Cetirizine etc). If they have an allergy, they may need immediate or emergency attention – if swelling in mouth or problems breathing this means calling 999.

### Minor cuts and grazes

Clean the wound thoroughly with soap and a little water and cover with a clean dry dressing or plaster.

### Sprains, strains and bruises

Firstly, elevate the limb and apply a cold compress for 15 to 20 minutes. Make sure there is a layer of fabric between the cold compress and the skin to prevent ice burns. Paracetamol can be given for pain. Any concerns a minor injury unit can be visited for an X-ray.

### Nose bleeds

Sit the child in a chair (leaning forward and mouth open), pinch the nose just below the nose bone for approximately 10 minutes, when the bleeding should have stopped. An ice pack will help a scab to form and stop the bleeding. Avoid hot drinks for 24 hours. If symptoms persist please seek medical advice, especially if the nosebleed continues over 30 minutes.



### Head lice

Children can be treated by using medicated lotion from a pharmacy. If the child has asthma or allergy, regular combing through with conditioner is advised every 2-3 days (up to 14 days).

### Hay fever

If a child is known to suffer with hay fever and is experiencing symptoms, such as sneezing, itchy, sore eyes and nose, they can be given an antihistamine tablet/liquid. If the child has chest tightness and/or wheeze, please seek medical advice.

### Abdominal pain

There are many reasons for abdominal pain in school-aged children. However, things to be considered are stress, unhealthy eating habits, constipation, flatulence, period pain, gastroenteritis. Always check what the child has been eating, if there are under pressure and check for fever, encourage fluids and healthy regular meals avoiding sugary snacks. Try hot water if indigestion or glass of milk. Should the child have persistent right-hand sided pain, please seek urgent medical advice.

### Headache

May be due to stress, not eating properly or not taking enough water-based drinks. Headache may also be due to fever so check for this too. Give Paracetamol if needed. If they have a fever, please check for a rash.





# Helpful Online Safeguarding Advice

As you will all be aware, Leighton Park School is setting guided distance learning via our online platforms in response to the current situation with coronavirus (COVID-19).

We are aware that this is likely to mean that many children will be spending an increased amount of time online over the coming weeks. Online safety is an important part of keeping children safe at Leighton Park School and as such we would like to share some helpful advice to help you consider how you can keep your family safer online at home.

## Follow the GOLDen Rules

This information is provided on an advisory basis. The four GOLDen Rules are:

- Ground Rules
- Online Safety
- Learning
- Dialogue

### Ground Rules

- Discuss and agree as a family how the internet will be used in your house at a level that is appropriate to your children's ability and age.
- Discuss with your children what they think is and isn't acceptable to do online, then add your own rules and boundaries.
- Decide on what information should be kept private online, such as contact information, photos in school dress/sports kit, and agree rules for making and meeting online friends.
- Set clear boundaries relating to use of webcams, video chat, live streaming and live voice on different devices; even when children are talking to people they already know, they can still experience risks. Find more information about live streaming [here](#).
- Explore how to create strong passwords and discuss how to keep passwords safe, for example not sharing them with their friends or using the same password for several accounts.
- You might find it helpful to write 'grounds rules' down as a visual reminder. See a template 'family agreement' [here](#).
- Share quality time together. Consider nominating 'tech-free' areas or times, such as your child's bedroom or dinner time, where you can give each other undivided attention and share offline experiences.



## Online Safety

- Install antivirus software and secure your internet connection.
- More advice on online security can be accessed [here](#).
- Make the most of the parental controls on your children's internet enabled devices and games consoles to help restrict access to inappropriate content. They can also help you manage how much time your child spends online.
- Do your research and select the tools which are most suitable to you, your child and the technology in your home. Find more information on parental controls at:  
[www.internetmatters.org](http://www.internetmatters.org)  
[www.saferinternet.org.uk/advice-and-resources/a-parents-guide](http://www.saferinternet.org.uk/advice-and-resources/a-parents-guide)
- Set up filters on internet search engines to limit the likelihood of your children accidentally coming across inappropriate content when searching online.
- Ensure your child understands that parental controls are in place to protect them, not restrict them; some children will actively work around parental controls if they feel constrained without knowing why.
- Read any parental guidance and safety recommendations for games, apps or websites before allowing your child to use them.
- The following guides provide balanced information to help you make informed decisions:  
[www.net-aware.org.uk](http://www.net-aware.org.uk),  
[www.askaboutgames.com/](http://www.askaboutgames.com/)  
[www.common sense media.org](http://www.common sense media.org)
- Be aware that parental control tools and filters are not always 100% effective and you can't rely on them alone to protect your child online. It's important to monitor and supervise your child's online activities; where possible access should take place in a family area, but this will depend on the age and ability of your child.

## Learning

- The internet provides vast opportunities for children, both educationally and socially, especially during the current situation. As adults, it is important that we acknowledge the many wonderful and positive opportunities the internet provides for our children; we just need to steer them in the right direction.
- Ensure you make appropriate checks on anyone online offering educational support to you and your child; whilst many people will be acting with good intentions, it's important that we are all vigilant when children are using the internet and act together to ensure they are protected from anyone who may pose a risk to them.
- Encourage your child's creativity by teaching them how to take photos or make videos safely; these can be used to make a collage or be shared with family and friends. Or perhaps they could teach you!
- Being online should be a sociable activity; keep your devices in a communal area and take it in turns to choose a game or video that the whole family can enjoy together. Why not take it in turns the good old fashioned way to beat the highest scorer?!
- Create learning opportunities; just because they're not at school, doesn't mean children can't continue to learn new things. There are a number of educational apps and resources available online or simply encourage your children to safely research different things online.



## Dialogue

- Maintain an open mind and positive attitude when talking with your child about the internet. Take an active interest in your child's online activities and engage in their online world with them.
- Ask your child which games, apps, websites or tools they like to use and why; playing together with your child can often open opportunities to discuss safe behaviour online.
- Ask your child if they know where to go for help; do they know where to find safety advice or information about privacy settings and know how to report or block users on their games and websites.
- Make sure your child knows that they should come to you, or another trusted adult, for help if something happens online that makes them feel scared, worried or uncomfortable.
- Talk to your child about being kind online and encourage them not to retaliate or reply to cyberbullying and to keep any evidence; you may need to show your child how to take screenshots on their device.
- Have a look at the following links for useful tips on talking to children about online safety in an age appropriate way:

[www.childnet.com](http://www.childnet.com) then click on Parents and Carers / Have a conversation  
[NSPCC](#)



## More Information if you are Worried

Organisation	Description	Contact Details
<p>Think U Know</p> 	<p>The National Crimes Agency Child Exploitation and Online Protection Command (CEOP) have a website which is suitable for children aged 5-16 and a section just for parents/carers with advice and information.</p>	<p><a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a></p>
<p>NSPCC</p> <p>Net Aware )))</p>	<p>The NSPCC have produced resources for parents, including Net Aware, a tool which reviews some of the most popular apps. The website has helpful advice for parents about issues such as online grooming, 'sexting' and cyberbullying.</p>	<p><a href="http://www.net-aware.org.uk">www.net-aware.org.uk</a> and <a href="http://www.nspcc.org.uk/onlinesafety">www.nspcc.org.uk/onlinesafety</a></p> <p>Helpline for parents: 0808 8005002</p>
<p>ChildLine</p> 	<p>The ChildLine website has a wide range of info and advice on both online and offline safety. There is info about online gaming, grooming which can be shared with children.</p>	<p><a href="http://www.childline.org.uk">www.childline.org.uk</a></p> <p>Helpline for children: 0800 1111</p>
<p>UK Safer Internet Centre</p> 	<p>UK Safer Internet Centre provides a wide variety of advice and guidance to help you discuss online safety with your children. There are useful checklists for privacy settings on social networks and suggestions to consider before buying devices for your children.</p>	<p><a href="http://www.saferinternet.org.uk">www.saferinternet.org.uk</a></p>
<p>Childnet</p> 	<p>Childnet has resources, including videos and storybooks, to help you discuss online safety with your children. It includes advice on setting up parental controls, cyberbullying and setting up a family agreement for safer internet use.</p>	<p><a href="http://www.childnet.com">www.childnet.com</a></p>
<p>Internet Matters</p> 	<p>Internet Matters bring you all the information you need to keep your children safe online. It has a tool which guides you through how to set up parental controls on all the different devices in your home to protect your children.</p>	<p><a href="http://www.internetmatters.org">www.internetmatters.org</a></p>
<p>Parent Info</p> 	<p>Parent Info provides information to parents and carers about a wide range of subject matter, from difficult topics about sex, relationships and the internet or body image and peer pressure to broader parenting topics like 'how much sleep do teenagers need?'</p>	<p><a href="http://www.parentinfo.org">www.parentinfo.org</a></p>
<p>BBC 'Own It' Website &amp; App</p> 	<p>The BBC Own It website aims to help children aged 8-13 'be the boss' of their online lives. The website has a range of videos and activities to explore with children and even has a helpful app which can be installed on children's devices to help them use technology responsibly</p>	<p><a href="http://www.bbc.com/ownit">www.bbc.com/ownit</a> and <a href="http://www.bbc.com/ownit/take-control/own-it-app">www.bbc.com/ownit/take-control/own-it-app</a></p>

Be alert to any changes in behaviour, language and attitude in your child that may indicate that something is upsetting them online, for example, if your child starts to withdraw from family and friends or becomes secretive about their online behaviour.

If your child discloses an online issue or concern to you, ensure you listen to them. Avoid being angry or blaming them; reassure them that they have done the right thing by telling you.

Take their concerns seriously; even if you feel they are overreacting or their worries are unfounded, it is important not to dismiss their feelings as this can prevent them from coming to you for help again in the future.

Support your child to report and block people online who may have tried to contact them or have sent them nasty or inappropriate messages or content.

Help your child to report to the site or service where the concern happened. Depending on the issue, you can report specific concerns online:

[Inappropriate content](#)

[Terrorist content](#)

[Child Sexual Abuse Imagery](#)

[Online Child Sexual Abuse](#)



If students have a safeguarding concern they can email:

Name	Job Title	Area of Responsibility	Contact Details
Nicky Hardy	Deputy Head Pastoral & Safeguarding Lead	Any year group issues	<a href="mailto:nickyhardy@leightonpark.com">nickyhardy@leightonpark.com</a>
Eddie Falshaw	Deputy Head	Any year group issues	<a href="mailto:edwardfalshaw@leightonpark.com">edwardfalshaw@leightonpark.com</a>
Karen Gracie-Langrick	Deputy Head Academic	Academic issues online	<a href="mailto:karengracie-langrick@leightonpark.com">karengracie-langrick@leightonpark.com</a>
Myles Nash	Head of Boarding	Full Boarders	<a href="mailto:mylesnash@leightonpark.com">mylesnash@leightonpark.com</a>
Mark Simmons	Senior Master & Head of Year 9	Year 9 issues	<a href="mailto:marksimmons@leightonpark.com">marksimmons@leightonpark.com</a>
Rachel Webb	Pastoral Intervention Practitioner	Any year group issues	If students usually see Rachel during the School week, they can call, text or email her during school hours on 07902 702634 or <a href="mailto:rachelwebb@leightonpark.com">rachelwebb@leightonpark.com</a>
Adrian Stewart	Head of Lower School	Fryer issues	<a href="mailto:adrianstewart@leightonpark.com">adrianstewart@leightonpark.com</a>

# Pastoral Welfare Support during this Extraordinary Time

Organisation	Description	Contact Details
<b>Bullying UK</b>	Advice and support for anyone affected by bullying. Helpline service open from 9.00am-9.00pm from Monday-Friday and 10.00am-3.00pm on Saturday and Sunday.	0808 800 2222 <a href="https://www.bullying.co.uk">https://www.bullying.co.uk</a>
<b>Childline</b>	Free confidential helpline for young people up to 19 years old. Available 24-hours.	0800 11 11 <a href="https://www.childline.org.uk">https://www.childline.org.uk</a>
<b>Cruse</b>	Offering support, advice and information to all ages when someone dies. Helpline service open from 9.30am-5.00pm from Monday-Friday and until 8.00pm on Tuesday, Wednesday & Thursday.	0808 808 1677 <a href="https://www.cruse.org.uk">https://www.cruse.org.uk</a>
<b>Frank</b>	Confidential information and advice about drugs, offering online chat as well as a texting service. Available 24-hours.	0300 123 6600 <a href="https://www.talktofrank.com">https://www.talktofrank.com</a>
<b>Hope Again</b>	A national bereavement charity that provides support, advice and information to young people. Available Monday-Friday, 9.30am-5.00pm.	0808 808 1677 <a href="https://www.hopeagain.org.uk">https://www.hopeagain.org.uk</a>
<b>Kooth</b>	Online counselling and emotional well-being platform for children and young people. Available Monday – Friday 12.00pm-10.00pm and 6.00pm- 10.00pm on Saturday & Sunday.	Online support <a href="https://www.kooth.com">https://www.kooth.com</a>
<b>Papyrus Hopeline UK</b>	Free confidential helpline for anyone concerned about a young person at risk of harming themselves. Available from 9.00am-10.00pm from Monday-Friday and 2.00-10.00pm on Saturday & Sunday.	0800 068 4141 <a href="https://papyrus-uk.org">https://papyrus-uk.org</a>
<b>Mind</b>	Advice and support to anyone experiencing a mental health problem. Available Monday-Friday, 9.00am-6.00pm.	0300 123 3393 <a href="https://www.mind.org.uk">https://www.mind.org.uk</a>
<b>The Mix</b>	Free, confidential help for a wide range of issues for young people under 25. Available from 4.00-11.00pm every day.	0808 808 4994 <a href="https://www.themix.org.uk">https://www.themix.org.uk</a>
<b>NSPCC</b>	Information and helpline for anyone concerned about a young person. Available 24-hours.	0808 800 5000 <a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a>
<b>ReThink</b>	Advice service offers help on living with mental illness, medication and care. Available Monday-Friday, 9.30am-4.00pm.	0300 500 0927 <a href="https://www.rethink.org">https://www.rethink.org</a>



Organisation	Description	Contact Details
<b>Samaritans</b>	Free confidential helpline. Available 24-hours.	116 123 <a href="https://www.samaritans.org">https:// www.samaritans.org</a>
<b>SANE</b>	Helpline for anyone affected by mental illness. Available from 4.30-10.30pm daily.	0300 304 7000 <a href="http://www.sane.org.uk/home">http://www.sane.org.uk/ home</a>
<b>Shout</b>	Crisis support for urgent issues such as suicidal thoughts, abuse or assault, self-harm, bullying, relationship	Text Shout to 85258 <a href="https://www.giveusashout.org">https:// www.giveusashout.org</a>
<b>Coronavirus – How to protect your mental health</b>	Helpful for those suffering from anxiety and OCD.	<a href="https://www.bbc.co.uk/news/health-51873799">https://www.bbc.co.uk/ news/health-51873799</a>
<b>Your Leighton Park School Tutor</b>	Your tutor or another member of pastoral staff will be in touch with you during the 23 <sup>rd</sup> - 27 <sup>th</sup> March, to see how you are coping with online learning and to check on your pastoral welfare.	0118 9879600 <a href="mailto:name@leightonpark.com">name@leightonpark.com</a>

Free phone applications for help with managing anxiety, urges to self-harm and suicidal thoughts:



Better Stop Suicide