



# Talbot House Preparatory School

Member of the Broadway Education Group

## Worry Procedure

### Applies to:



This procedure applies to all members of our school community, including those in our Early Years (EY) setting, extracurricular activities inclusive of those outside of the normal school hours and our wraparound care provision.

### Available from:

This document is available to all interested parties from the School Office.

### Monitoring and Review:

This procedure will be subject to continuous monitoring, refinement and audit by the Head teacher. The proprietors will undertake a formal review of this procedure for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Adopted by: (signatures)	Date:
Head teacher:  Mrs Tracey Wilson	April 2024
Executive of the Board:  Mrs J Broadway	April 2025
Review Date:	April 2025

Talbot House Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfill their potential.

**What do you do if you are worried and just want to talk to someone?**

Do remember that you have many good friends who may be able to help you and that children older than yourself have been encouraged to help you. The Headteacher, your Class Teachers, the Deputy Head, Mrs. Butler in the School Office, your Form Captain, Prefects, or any other adult is always ready to listen to you. Also, if you are worried it is usually a good idea to talk to your parents.

**What should you do if you are worried or unhappy about something?**

Sometimes, you feel that something is worrying you. The first thing you should do is to speak to a member of staff whom you trust (e.g. Class Teacher, the Deputy Head or Mrs. Butler, in the School Office). You can take a friend with you if you wish to help you to explain the problem.

If you are still worried after you have spoken to an adult, this is what you should do next. Go and see the Headteacher. If her door is closed you may **knock loudly on her office door three times**. She will stop what she is doing and will listen to you and then try to help.

Alternatively, you can write to your Class Teacher or the Headmistress and post it in the turquoise Worry Box in your classroom or give it to Mrs. Butler. No one but your Class Teacher or Mrs. Tracey Wilson will read your letter. They will then see you and talk to you about your worries, with a friend if you would like someone else to be with you.

If the Headteacher is unavailable when you knock three times, please tell Mrs. Butler that you would like to see her. If you really must see someone urgently, you should go and see the Deputy Head, Mrs. Howe. If she is unavailable, you should speak to another member of staff.

If you are still worried, talk to your parents when you are at home or to anyone you can trust outside the School.

**We know that these are some of the things that might make you worried or unhappy:**

- 1 You find it difficult to make friends.
- 2 You are being bullied.
- 3 You feel that no one understands the difficulties you are having with your work.
- 4 Someone has hurt you and you are frightened and do not know who to ask for help.
- 5 Someone has taken something of yours and has not returned it.
- 6 Someone is making fun of you.
- 7 You feel that you have been treated unfairly.
- 8 You seem to be getting into trouble a lot
- 9 You think you are being discriminated against because of your race, gender or physical appearance.
- 10 OR ANYTHING ELSE THAT IS WORRYING YOU

**Our school is a 'TELLING' school:**

Remember, we are a 'telling' school. This means that if something or someone is troubling you, you should SPEAK UP and TELL a teacher or responsible Year 6 pupil. Also, if you feel that someone you know is unhappy or being treated unfairly you should SPEAK UP and TELL someone. Then, we can help them.

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