



# Killard House School

## PASTORAL CARE POLICY

Article 3 UNCRC – The best interests of the child must be top priority in all things that affect children

# Together We Can

*Reviewed October 2018*

## **RATIONALE**

The ethos, or the distinctive character and atmosphere of Killard House School, should reflect how the school promotes the moral, intellectual, personal and social development of its pupils. It provides the context within which children feel secure, free from emotional and physical harm and able to discuss their interests and voice their fears and concerns, confident that they will receive a sympathetic and supportive response. It should inform and reassure parents and guardians that their children are being educated in a safe and caring environment.

The Pastoral Care Policy in Killard House provides an overarching framework for the following suite of policies:

Behaviour for Learning	Attendance Policy
Safeguarding and Child Protection	Counselling
Anti-Bullying	First Aid
Drugs Education	Health & Safety
RSE	Use of Reasonable Force
Internet Safety	CEIAG
Code of Conduct	Intimate Care
Induction Policy	

## **AIMS OF THE PASTORAL CARE POLICY**

- To enable each pupil to fulfil his/her potential.
- To develop the self-esteem of all pupils and to provide each with the opportunity to gain a sense of achievement and success.
- To provide a system of Pastoral Care in which the academic as well as the wider welfare of each pupil is carefully supervised.
- To maintain home-school liaison and encourage and develop partnership with parents.
- To encourage the development of the whole child by the provision of a variety of extra-curricular activities.
- To maintain a high standard of discipline and self-discipline and to implement the Behaviour for Learning Policy in a consistent manner.
- To promote sound moral and spiritual standards and to encourage a concern for the needs of others.
- To prepare the pupils for adult life, the world of work and emerging digital technology.
- To provide a caring and tolerant environment and to ensure that all staff are made familiar with their pastoral responsibilities.
- To develop a strong sense of belonging to the school as a community.

## **STRUCTURE**

The pyramid of formal responsibility for Pastoral Care incorporates the following groups:

- Form/Class teachers.
- Senior Teachers
- Vice Principal
- Principal.

## **ROLE OF FORM/CLASS TEACHERS**

Form/Class teachers are in daily contact with their classes and are responsible for:

- Registration.
- Assisting with the completion of Progress Files.
- Recording extra-curricular involvement on school reports.
- Monitoring social interactions within classes.
- Liaising with Senior Teachers
- Teaching the PD and PDMU Programmes.
- Teaching the Religious Education Programme.
- Fulfilling their agreed responsibilities in the School Charter

## **ROLES OF SENIOR TEACHERS**

- Monitoring of discipline on a daily basis.
- Ensuring positive reinforcement when appropriate.
- Awareness of individual pupils' needs/home situations.
- Liaise with Form Teachers on a weekly basis.

## **ROLE OF VICE PRINCIPAL/PRINCIPAL**

A Vice Principal - Mrs K Yeates has oversight of the Pastoral Care system which includes the relevant policies and procedures relating to Pastoral Care as well as having responsibility for the Home/School links and Counselling. She is also the Designated Teacher for Safeguarding and Child Protection.

The ultimate responsibility for Pastoral Care rests with the Principal.

## **ROLE OF CLASSROOM ASSISTANTS**

- Monitor social interactions within classes and at designated times.
- Classroom Assistants are aware of, and follow, the procedures in the suite of Pastoral Care Policies.

## **ROLE OF PUPILS**

- Clear process of who to ask for help.
- Confident of receiving assistance.
- Assurance of confidentiality.
- Know they will be listened to and their opinions valued. (Article 12 UNCRC)
- Fulfilling their agreed responsibilities to the School Rules

## **HOME/SCHOOL LINKS**

Killard House School recognises the importance of home/school links in the context of Pastoral Care.

Contacts between school and home includes:

- Home/School Books
- Letters home / Phone calls
- Reporting procedures, i.e. school reports.
- Written guidelines for parents e.g. policies, Governors' reports.
- Parent consultation evening – Open Night (once a year).
- Annual Reviews
- PSA (Killard Parents & Staff)– Meetings attended by members of staff, parents & guardians.
- PSA (KPS) events e.g. Christmas Play, Sports Days
- Board of Governors – two parent representatives.
- Home visits – pupils who have difficulty settling into school or a pupil who is giving cause for concern may be visited at home by the Vice Principal.
- Education Welfare Officer Visits – to discuss difficulties a pupil may be having e.g. attendance, emotional upset.

In addition, the Principal or other senior members of staff contact parents regarding any issues connected with a pupil's personal or academic welfare which they wish to raise: similarly, parents are encouraged to liaise with the school (via the Form/Class Teacher or member of the Senior Leadership Team).

## **MAINTAINING A CARING SCHOOL ENVIRONMENT AND ETHOS**

- Formal procedures and systems for Pastoral Care must be understood and supported by consistent standards of conduct by staff and pupils alike.
- Staff must be aware of the recommended procedures within all policies relating to Pastoral Care.
- Form/Class teachers may use Form Time to talk to individual pupils and get to know them better.
- Pupil Welfare Assistant (Mrs K Thompson) is available in the First Aid room to care support for wellbeing of all pupils. Mrs Thompson will communicate with parents/guardians and SLT on the wellbeing of any pupils under her care.

- Talk in the classroom should be courteous and tolerant and there should be a willingness to listen to each other's point of view.
- The application of discipline must be consistent and normally regarded as non-negotiable, although more sensitive consideration should be given to a pupil whose behaviour appears to be adversely affected by emotional upset.
- Close links exist with the various outside agencies involved in the care of children at Killard House School. These include:
  - Social Services
  - Familyworks Counselling
  - PSNI
  - School Nurses
  - School Dentist
  - Speech Therapists
  - Educational Welfare Service
  - Education Psychologists
  - Clinical Psychologists
  - Occupational Therapist.
- Children are encouraged to talk freely and openly to any member of staff if they have any worries or problems about work or on a personal level.
- Staff respond to children in a sympathetic and concerned way, offering advice, support, guidance and reassurance in confidence if required.
- A list of pupils' medical conditions is updated by Mrs K Thompson annually on SIMS and Medical Action Plans are kept centrally in the Office, First Aid room and distributed to all relevant staff.
- In all decisions about pupils and in all interactions with pupils, the welfare of those pupils must be the paramount consideration.  
(NB: Safeguarding and Child Protection Policy re. confidentiality/designated teacher and Article 3 UNCRC)
- Pupils are encouraged to seek help from a variety of sources.  
(Who to talk to Poster, Worry Box and Counselling Service.)

## **MONITORING AND EVALUATION OF THE PASTORAL CARE PROGRAMME**

Class teachers will monitor the progress academically and pastorally of children in their classes.

Where a member of staff has a concern about the Pastoral well-being of a child, records will be kept of incidents and the necessary action taken.

This Pastoral Care Policy will be continually monitored and reviewed by the Senior Leadership Team to ensure its relevance to the school population.

The parents and Board of Governors will be kept informed by the Principal of any changes made to this policy.

The Policy will be reviewed every 2 years or in light of new information. The next review will be in 2020