



Rose Hill Westonbirt SCHOOL

3. PASTORAL POLICIES

3.1 PASTORAL CARE POLICY

The Purpose of this document is to outline the provision of pastoral care at Rose Hill Westonbirt School. It is important to provide an environment where children feel safe and valued and able to talk through problems. This policy supports the 5 outcomes of Every Child Matters to ensure the safety, happiness and well rounded development of every child at the school. It should be read in conjunction with the Child Protection policy.

Aims and Expectations

We consider the pastoral care system to be of great importance and every effort is made to provide a secure and supportive environment in which all members of the school community may grow as individuals, developing their talents and full potential. There are times when children face problems that worry them and they need to discuss them. Staff should enable them to do this in a safe and caring way.

We aim to ensure that we have an environment where:

- There is an atmosphere of trust throughout the school.
- Children and adults feel safe and confident at all times
- Children know whom they can turn to if they have a problem
- Staff are sensitive to children showing distress
- Staff are able to build trusting relationships with the children in their care
- Children feel they can discuss concerns and issues with confidence that they will be dealt with sensitively and helpfully
- Children and adults treat everybody with respect and care
- Children and adults can discuss all matters of concern with consideration for others
- Adults in the school are made aware appropriately of any problems with children and know how to act accordingly with these children
- In short, that there is a system which children know to follow if they have any problems and there is a system which the adults know to follow to ensure that the children's problems are listened to and dealt with sensitively.



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Our policy is one of openness and freedom of choice. Children and staff are encouraged to discuss matters of concern and to seek out whichever person they feel happy to talk to. Parents are encouraged to contact their child's class teacher/ form tutor to communicate important information or to voice concerns.

Children should be made aware of school rules and procedures to help them deal with problems and unhappiness.

How this atmosphere is achieved

Pastoral care is based with the form tutor, who plays a pivotal role between the child, the school and the parents. The form tutor should always be aware of the happiness of all the children in their class. Other adults in the school should also be alert to notice and help with signs of distress in children. They may often become an appropriate conduit for concerns and discussions.

- A well devised PSHE curriculum, where potential problems are aired and discussed will make children aware and help them develop skills to cope with them as well as informing what to do when distressed.
- Staff should be trained or given support to help children who are distressed.
- The six Golden Rules will help build an atmosphere of mutual respect among children and adults.
- Celebrating success and building trusting and strong relationships between children and staff will develop a happy atmosphere where children feel valued.

What to do if a child is showing signs of distress

- If a child is showing signs of distress or of wanting to discuss a problem then the form tutor or member of staff present should allow the child to tell them about the problem and discuss it sensitively with them.
- If they are worried or upset, pupils are advised to talk to a member of staff with whom they get on well.
- The teacher should be aware of any desire for confidentiality and discuss this with the child, encouraging them to talk with others as necessary or to allow the teacher to pass information on.
- The member of staff should pass the information gained on to the child's form tutor, as appropriate.
- The form tutor should advise the parents of the child of particular concerns.
- The form tutor should pass any necessary information as appropriate to other adults involved with the child. Confidentiality of information should be advised and only those who "need to know" should be included.



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- The form tutor should ensure that if necessary details should be filed in the child’s school file. Information from parents should be marked “confidential” if so requested.
- The form tutor should liaise with the Deputy Head and/ or Head if the problem or concern continues and the child needs more support.
- Concerns about a child may be raised in staff meetings to ensure all staff know the circumstances and that all issues can be discussed to find solutions to help the child. Matters discussed at staff meetings must always be kept confidential to staff.
- The PSHE curriculum should be used to inform children whom they can talk to if they feel unhappy or unsafe.
- PSHE should also be used to raise and discuss with the children issues that may affect them and how to deal with them - for example, social problems, bullying or difficulties at home. Children should be aware of the fact that they can talk to any adults about anything that is bothering them and in confidence, unless it is a Child Protection issue.
- Parents are advised through the Parents’ handbook to contact their child’s form tutor to voice any concerns or pass on any communications. The form tutor should include these in the child’s file and advise other members of staff, the Deputy Head and the Head as appropriate.

Confidentiality and Child Protection

All staff should read carefully the Child Protection (CP) Policy. In discussion with a child, confidentiality can never be promised in advance since all matters concerning CP issues must be reported to either the Child Protection Office or Head of Rose Hill Westonbirt who, as CP Coordinators, then have a duty if required to liaise with the Social Services Department. All staff are issued with a laminated card with guidelines for dealing with disclosure in CP situations; staff should refer to this before agreeing to enter into a confidential conversation with a child.

All staff should observe proper professional discretion in not discussing school matters out of school or within the hearing of children or outsiders.

Signed

Name

Date

To be reviewed by.....