



PASTORAL PRINCIPLES AND WELFARE

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AIM

We aim to place each student, whether boarding or day, in an environment where a balance has been struck between independence on the one hand and care, security and comfort on the other.

RATIONALE

The selection of accommodation plays a major role in a student's sense of wellbeing, and this in turn can directly affect performance and achievement. Considerable flexibility has been built into the accommodation arrangements, which are designed to meet individual needs and preferences wherever practicable. Factors such as age and stage of development influence this important decision. Experiences in the boarding Residences and school day, be it lessons, pastoral sessions or activities all contribute to providing wrap around pastoral care and welfare focused on the student's wellbeing.

ADMISSION CRITERIA

This is stated in the prospectus and registration forms, boarding students can select from a range of accommodation including single en-suite, single non en-suite, shared en-suite and shared non en-suite as well as self-catering for over 18s. All rooms are furnished and conform to national minimum boarding standards.

WELFARE SUPPORT

Boarding students under 18 live in fully supervised Boarding Residences with House Parents. Some students, who must be 18 or over are sometimes able to stay in independent accommodation, and the school checks the address they will reside to ensure it is close to the school. The students continue to access the same care and support as others in Boarding Residences. Supervision is discreet but firm, and encourages a blend of independence, responsibility and industry. Supervision also provides support in times of illness, need and emergency.

The school follows ISI advice in having single sex Boarding Residences or corridors (monitored and accessed by a key card control system) all communal spaces are mixed and there is no inappropriate segregation based on gender in communal spaces.

A 24-hour emergency phone support system is available for Boarding staff and students. Full details of what to do when ill are available in every student handbook and on noticeboards in the Boarding Residences themselves. Key phone numbers are provided for counselling and support services. Curfew checks are undertaken each night and investigated and documented as appropriate.

Students should not have guests (non-residents) in their rooms, only in communal areas (except for a parent or guardian who should be escorted to and from rooms). Visitors from outside the school should sign in with the House staff member on duty.

All Boarding Residences have restricted access to prevent unauthorised entry. Under no circumstances must students admit anyone from outside the school to boarding accommodation without express permission from a member of boarding staff.

The school has clear policies for all students on Behaviour, Bullying, Use of Physical Restraint, Safeguarding and Attendance. A summary of key policies is available in the student handbook and pre-arrival information handbook which are made available to both parents and agents. Students are also given their own copy of the student handbook on arrival.

Missing Students – There is a clear procedure for missing students which is available for all staff.

The school has a clear policy on administration of medicines (see doctors/ill students' section below).

All students have access to a range of staff of both genders with whom they can discuss personal issues. These staff include Boarding Team Leads, House Parents, House Pastoral Directors, School Nurses, a counsellor and other welfare staff. This is in addition to their allocated Personal Tutor and teachers.

Telephone numbers of independent persons are posted in School. All staff in contact with students have been subject to DBS checks.

There is a student wellbeing page on the Canvas VLE where students can access the school 'Tell Us' button and 'Need to Talk' button. These allow students to ask questions and seek support if they are less confident in approaching staff face to face. We guarantee to respond to these issues within 24 hours. Students are also provided with an individual copy of Student Health Magazine in their bedrooms which covers a wide range of PHSE topics.

THE VERTICAL HOUSE SYSTEM

In direct response to global mental health concerns around loneliness, isolation and ambivalence, we have installing a brand-new House system (September 2022). All students and staff belong to one of four Houses, named after local castles, to represent our rich history, strength, resilience and community spirit. Each House has a 'Keep'; a communal area in which the House can gather to socialise, celebrate success and compete. Griffin Points (our recognition House Point system) are awarded for students' success in competitions as well as for demonstrating positive behaviours aligned to the Key Priorities and WORTHGATE Characteristics. Older, returning students are also well positioned to provide support to newer, younger students. Responsible roles such as Head of House or House Events Co-ordinator will add to well established leadership opportunities, such as the Student Council and Head of Residence. Each House has three qualified student Mental Health Champions, available to listen to students who may feel they struggle from time to time; able to refer any concerns to staff. Socialisation, belonging, sense of identity, work ethic and team working skills are all essential components of a successful House. Happier, well adjusted and more successful students thrive, both supporting and being supported by each other. Just like families, Houses bring

together students of all ages, nationalities and backgrounds, celebrating their different cultures, interests and contributions.

STUDENT INDUCTION

A clear induction process is in place under the supervision of Personal Tutors and other members of school and boarding staff. During induction students cover pastoral and welfare topics, are given access to all school systems and are introduced to key members of school pastoral and welfare staff. Students starting during the year are inducted on a rolling basis. All students receive a Student Handbook.

First Aid

First Aid kits are kept in every Boarding Residences and maintained by House Parents. There are a range of First Aiders in school and House Parents are sent on a one-day First Aid course on a rolling basis. In emergencies, referral is made to qualified medical personnel. House Parents have a stock of homely medicines and instructions on how to medicate and contra-indications of medication.

All medicine administered are logged on the students' Shackleton database and an automatically generated note is sent to the Medical School Nurses informing her of the medication given. Medication given or first aid administered must be entered onto Shackleton. All student accidents must be logged on Shackleton, under the notes section.

The Nurses in Charge of the Medical Centre trains staff administering medication and all House Parents must complete an administration of medication course. The Nurses, assisted by the Head of Boarding, regularly monitors non-NHS records relating to boarders and student health care, and the provision of that care.

Doctors

As part of their induction at the school, students complete GP registration forms. When students come for less than 6 months, they must have private medical insurance or pay for visits to the Doctor. Emergency life threatening treatment is free. Students under 16 are accompanied to the local surgery and all appointments are co-ordinated by School Nurses. Arrangements are made with local dentists and opticians as required.

The Medical/Welfare team has access to the local surgery and named Doctors when needed. Both male and female doctors are available. Please be aware that the Doctor is not able to disclose any information given to the student without the students consent unless there is a safeguarding issue.

Ill students

All ill students in school accommodation have an emergency number to call, if in supervised accommodation this will be checked by House Parents. They will either be sent to the Medical bay, or if too ill to be moved, special arrangements will be made as required.

Food is provided as required. The school Medical Bay is available throughout the school day and is staffed by the nurses or in their absence another member of staff. See Medical Care Policy.

Care Plans – Welfare staff work to an individual written care plan for students with identified special health/emotional needs. There is a school Additional Learning Support (ALS) Policy to help students with specific learning needs.

SPECIAL PROVISION FOR YOUNGER STUDENTS

There is separate boarding provision for students who are under 16 where a higher level of supervision is maintained.

All students under 18 will live in fully supervised Boarding Residences and must adhere to Exeat rules and curfew.

All students must place an exeat request, using the Shackleton system, when planning to leave the School overnight, or to attend an educational visit or interview resulting in missed lessons. Over 18 students must submit an exeat when they are travelling outside the UK. This will require parental permission. For students aged 17 and under parental consent must be received for exeat requests.

The details on exeats are checked by the Exeats Officer, but House Parents/Pastoral/Senior Team may also be involved. Exeats are approved by the Exeats Officer and relevant members of Boarding team/Pastoral team. The Vice-Principal, Assistant Principal Pastoral and Head of Boarding will consider any comments or recommendations made by the student's House Pastoral Director, Academic members of staff or Personal Tutor and will ensure airport check-in and taxis are booked as appropriate by Student Communications/Boarding and Pastoral team/Exeats Officer.

PRIVACY AND ACCESS TO STUDENTS

There is a clear policy in place regarding knocking on doors and announcing one's name before entering student rooms.

- Knock, stating your name and wait 30 seconds for an answer, if there is no answer, repeat.
- If an answer is received, state once again who you are, ask the student to open the door and then explain the reason for coming into the room, leaving the door open.
- If there is no answer then enter, leaving the door open and conduct the work or room check.

School entry is by swipe card or through the reception area, all visitors must sign in. Boarding Residences are protected by key, combination lock, code or fob, and public access is not allowed. Public access is not allowed to the school, contractors or others needing to be on site who could have access to students must be signed in and supervised.

ENTERING STUDENTS' ROOMS WITHOUT PERMISSION

Whilst the school recognises the need for privacy and respects students' personal space, there may be times when it is considered necessary to enter a student's room in the interests of the safety or health of the student or of all the students in the Boarding Residences.

In this case, the student will be given notice of the intention to enter his/her room and will be given the opportunity to be present. However, if a member of staff suspects that there are illegal substances, alcohol, any other banned substance in the room or anything that might cause harm, they may enter the student's room and search their possessions with the permission of the Principal or Vice Principal, usually accompanied by a second adult.

Should House Parents consider it imperative that a student's room is searched in the interests of the safety of the accommodation in an emergency situation or in the immediate interests of the safety and general welfare of other students and neighbours of the property, they may do so with the permission of the Emergency Duty Manager.

When a member of staff needs to enter a student room, there is a clear procedure in place concerning knocking on the door, waiting and ensuring students have clear notice of someone coming into the room. Please refer to the Searching and Confiscation Policy for further information.

BEHAVIOUR

The School has a clear behaviour policy with five stages. The policy is overseen by the Vice Principal with support of SLT with a central copy of all records accessible to staff. Students can discuss aspects of this policy through their Student Council or with their Personal Tutor. In the case of poor behaviour or positive actions by students, disciplinary action will be initiated or recognition via the Griffin Points system will be issued, as relevant. Exceptional behaviour aligning to one or more of the WORTHGATE Characteristics is also celebrated via Principal's Praise emails to parents, and through termly nominations during assemblies and graduation at the end of the year.

Appropriate consequences as per the disciplinary and student behaviour processes will be applied. Conduct records are kept and regularly monitored, as are complaints and accidents. Action is taken in relation to any trends identified.

HEALTH RECORDS

Individual records are kept on all students containing relevant health and welfare information provided by parents or agents recording significant health and welfare needs and issues. The School registration form provides an opportunity to record significant drug reactions, major allergies and notable medical conditions. Relevant information is provided to all House Staff with key information entered onto Shackleton.

Medical information is copied onto Shackleton and is disseminated to House Parents on a need-to-know basis, by the Nurses or the Head of Boarding.

Key contact information on all students is kept on the School Information system (Shackleton) which can be accessed by all staff. Remote access into the information system is available for House Parents. Shackleton, our MIS system, holds all parental and agent contact numbers and is available with staff holding the emergency phone, and all House staff.

Information given by a student to the doctor is treated as strictly confidential and not accessible to school staff or parents.

Written parental permission is obtained in advance for the administration of first aid and appropriate non-prescription medication to boarders, and to seek medical, dental or optical treatment when required. This requirement is without prejudice to the right of a 'Gillick-competent' boarder to give or withhold consent to medical treatment or to seek medical advice or treatment in confidence.

Staff will bring or send ill students to the sick bay to be seen by the School School Nurses/Welfare staff. Where a student has a contagious illness, the School Nurses will visit the student in the sick bay/their accommodation, the student will be isolated to avoid spreading illness. A team of doctors are available when required in emergency situations.

ACTIVITIES FOR BOARDERS AND DAY STUDENTS AND DEVELOPING YOUNG PEOPLE:

The school employs an Activities Manager and a full range of activities is available for all students to participate in. The Activities Manager monitors and targets students who have not participated in activities, in order to encourage participation and involvement. Internet access is available in all school residences and is appropriately filtered. Risk assessments are completed for all high-risk activities.

Current affairs reading materials are provided in student areas to encourage knowledge of the outside world and the News is regularly played in the cafeteria area. Care is taken that where students encounter political views while engaged in activities, there is exposure to opposing views to give a balanced perspective.

We actively encourage students to develop their self-knowledge, self-esteem and self-confidence through Personal Development Sessions, Activities, performance work, contributing to the local environment through recycling projects, beach and forest clean ups, with regular encouragement and recognition at assemblies as well as through the curriculum and life of the school.

Students are given positions of responsibility through the Student Council and Heads of House, there are opportunities to take part in conferences and symposiums, publish work online, enter competitions and mentor their peers. There is also an active Diversity Committee and Eco-Club which allow students to engage in discussion and research on topical contemporary issues and work towards positive change in these areas for the school.

Students plan activities for their Boarding Residences and have their own Development Action Plans for each Boarding Residences. Heads of House are appointed as student leaders in the residences and are responsible for gathering student views and feeding this back to staff.

Students have input into issues relating to accommodation through the Student Council and Heads of House. The school also has an active Pastoral team/Personal Tutors who work to support the student voice and to encourage participation in student surveys and committees. Students also have access to the 'Tell Us' button where they can directly report issues to the person in charge and get a reply within 24 hours in the working week or they can take urgent issues to the Principal or other relevant member of the Senior team.

PASTORAL CURRICULUM

The school provides a broad and balanced curriculum (see curriculum policy for more detail) with all students receiving Personal Development sessions with a Personal Tutor to explore key pastoral themes of Health and Wellbeing, Relationships, Living in the Wider World and Academic Care. The curriculum includes new statutory RSE topics, the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs is also actively promoted.

Students individual development focuses on the creation of opportunities to become caring, open-minded, resilient, critical thinkers who communicate effectively (WORTHGATE Characteristics).

The Personal Development curriculum is supported via assemblies, extra and co-curricular activities, subject lessons, the residential curriculum and Principals emails. The student handbook gives detailed information about UK systems, institutions and culture, re-iterated in assemblies, emails from the Principal and a vibrant Student Council and student Heads of Houses where the concept of democracy and responsibility is re-enforced.

Extremism and Prevent:

The School works closely with the local police to alert them of any concerns about the views of students where appropriate, as required by UK Law. We collaborate with a named PCSO who visits the school and runs sessions on the law in the UK for the students.

The School will not allow extremist speakers to address students and staff are under a duty to promote tolerance and fairness in presenting opposing views. This aim is encapsulated in the WORTHGATE Characteristic of Open-Mindedness. School Facebook and Social Media are regularly monitored to ensure no inappropriate content is uploaded, and YouTube videos from students are vetted before going 'live'.

Health Education

The School has a clear policy on Personal Development and health education is promoted in the boarding Residences, through assemblies and as a theme in the Personal Development curriculum delivered by personal tutors. This provides support and guidance on alcohol, illegal substance and solvent abuse, smoking and sex education, HIV infection, hepatitis and sexually transmitted diseases, and protecting oneself from abuse.

The school conducts drug testing on students. If a student fails a drugs test, they may be permanently excluded from the school. This message is regularly disseminated to the student body. The school may require students found taking drugs to undergo counselling, education session(s), and further tests at their own expense, if they are not permanently excluded.

Students (aged 17 and under) who drink alcohol in their rooms or are found to have been smoking in their rooms are required to meet with a member of the Pastoral Team/Boarding Team to discuss the lifestyle choices they are making and the longer-term effects on their health.

STAFF TRAINING

Boarding and pastoral staff are inducted and receive regular training sessions over the year with clear job descriptions and access to relevant Policies and Procedure Manuals. The school has an extensive programme of INSET and professional development available to all staff. Through the appraisal process staff can request specific professional development and training.

Induction:

House Parents are inducted and receive regular training sessions over the year, as well as clear job descriptions and a Boarding Residences Manual. House Parents are overseen by a team of Middle Leaders, the Boarding Team Leads who support and monitor standards and report to the Deputy Head of Boarding.

Teachers complete an induction programme in their first term which includes pastoral responsibilities, policies and processes. Personal tutor duties are overseen by a team of Middle Leaders, the House Pastoral Directors, who monitor standards, offer support and ensure the delivery of the Personal Development curriculum.

COMPLAINTS

The school has a clear Complaints and Tell Us Policy available on the school website and in all relevant school documentation. We encourage the use of the 'Tell Us' button through which students can let us know what they think. They are guaranteed a reply within 24 hours in the working week or they can see the Principal at any time by requesting an appointment. A record of serious complaints is maintained at the school for regular review by Senior Staff.

EMERGENCY SITUATIONS

The school has an Emergency Management Plan. There is 24-hour emergency cover by experienced and trained staff. In a wide-ranging emergency, an Emergency Management Team is set up as per Emergency Management planning. The Principal or Vice Principal would normally take charge.

Fire drills are regularly carried out in all school Boarding Residences and all have up to date HMO certificates where required. Risk assessments are carried out on all Residences on an annual basis, using Fire Services and local council as appropriate.

EQUALITY ACT 2010

For more information see student and house parent handbooks, Equality and Diversity Policy and the ALS Policy. As an International School all staff and students are expected to adhere to our Equality and Diversity Policy, this is integral to our values, ethos and culture within the School.

PARENTAL CONTACT

Students have access to email and internet in school and Boarding Residences. Parents have access to Boarding staff's mobile phone numbers.

POCKET MONEY

Students are also provided with a safe in their room for storing money/personal possessions and are encouraged to use this facility.

BEDDING

Clean bedding is provided for students every fortnight in school accommodation.

CATERING

Guidelines are followed for healthy eating, and menus are regularly reviewed with staff and the student council. School catering makes particular provision for special dietary needs and to support students needing to fast as appropriate. Allergies are identified through data collection during the arrivals weekend or within 5 working days of a student's arrival.

QUIET AREA

A 'Prayer room' is available during the day for those of any faith or none.

RELATED POLICIES

- Attendance
- Anti-bullying
- Curriculum

- PHSE
- Behaviour
- Visiting Speakers
- Missing Student Policy
- Screening, Searching and Confiscation Policy
- Prevent Strategy and RA
- Misuse of non-prescribed drugs
- Medical Care Policy
- Exeat
- Independent Person
- Admissions Policy