

Pastoral Care Policy

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1. Aims

Through its pastoral care arrangements and provision Hampstead Hill School demonstrates its continuing concern for the personal and social development of all pupils through integrating into the school's daily routines across the curriculum and its extracurricular activities.

All staff work together to create a safe and caring atmosphere in which pupils and staff can feel happy and secure.

We encourage a sense of achievement, self-worth, moral responsibility and mutual respect. We recognise that each member of our school community is special and unique. Gifts and talents are valued and nurtured through all our work.

- To create and maintain an atmosphere where pupils and staff feel that they are safe, valued, respected and happy
- To implement our Positive Behaviour and Discipline Policy
- To maintain the highest standards of teaching and learning
- To respond to the concerns of our pupils, staff and parents
- To maintain an atmosphere of trust

The ethos of the school will be reflected in the moral, intellectual, personal and social development of our pupils. It is achieved by all staff promoting and facilitating an atmosphere of care and respect within the formal and informal life of the school community.

Good relationships are paramount to generating a positive climate within the school community. Pupils are also encouraged to develop and value respect for themselves and others. Relationships are nurtured between:

- Staff and pupils
- Pupils and their peers
- Members of staff
- Senior management team and staff
- School and parents and other professionals.

Pupils are encouraged to acquire the skills they need to be responsible for their own personal safety.

The whole school community is aware that the designated Safeguarding Officers are responsible for safeguarding and that all staff have a responsibility to safeguard.

The designated Child Protection Co-ordinators are responsible for dealing with safeguarding / child protection issues.

2. Safeguarding Information

Designated Safeguarding Lead

- Sian Hoskins
- Sian@hampsteadhillschool.co.uk

Deputy Designated Safeguarding Lead

- Anne Napier
- Anne@hampsteadhillschool.co.uk

Nominated Director of Safeguarding

- Lewis Taylor
- Director@hampsteadhillschool.co.uk

3. Implementation

3.1 Roles and Responsibilities

The Principal will have overall responsibility for the implementation of the curriculum including monitoring the safety of each child in the school. Head of Pastoral Care in Lower School, Adele Ashby, will be monitoring and supporting wellbeing of staff and pupils. Furthermore, as a mental health first aider, the Head of Pastoral Care will provide guidance and signpost to other services where necessary. The Principal together with the Senior Management Team will ensure that pastoral care is given a high profile in the school improvement plan.

3.2 Staff

The Head of Pastoral Care, together with the Lower School Co-ordinator, will work with all staff to develop knowledge, skills and resources appropriate for the role. The Head of Pastoral Care will support staff to advise them with their day-to-day tasks and manage any issues that may arise. Staff will be given the chance to voice any concerns, ideas and feedback, and to ensure that these are acted on where possible. A quiet, confidential space is provided for these meetings. The Head of Pastoral Care will then liaise with the Principal where necessary. Furthermore, mental health support and guidance will be offered and staff will be signposted to further support.

In line with DfE recommendations, The Head of Lower School has trained as the Designated Mental Health Lead (DMHL). She has also recently completed courses in 'Wellbeing in the workplace', 'Supporting children and young people's mental health' and is a trained mental health first aider. Further to this, a member of Upper school has been trained as an Emotional literacy support assistant (ELSA).

As part of our induction programme, each member of staff employed by Hampstead Hill School will receive in-house pastoral care training. As part of this training and the school's ongoing pastoral care work, each member of staff, throughout their induction, will be paired up with a Year Leader. This person is there to offer support, guidance and advice during the probationary period. They will both work closely with the Head of Pastoral care to ensure there is continuity and progression during this time.

The school recognises the importance of each member of staff's opinion in moving the school forward. As part of the school's continuing development and to build on staff morale, each member of staff is encouraged to voice any concerns, ideas or feedback either through the Head of Pastoral Care or the school's feedback section on the web site which is regularly reviewed by Andrea Taylor and Sian Hoskins.

3.3 Children

Each member of the teaching staff is responsible for planning a curriculum which encourages children to be confident, assertive, and independent thinkers. They will help them to celebrate success and develop the ability to make moral decisions. From Year One a School Council meets each month with the Head of the School Council to discuss matters of interest to the children.

As part of our on-going pastoral care work, we encourage children to be self-confident by voicing their concerns or worries. This is achieved through our daily circle times in the Lower School, key group times, and PSE and PHSE curriculums and through worry boxes where they are used. In recent years, we have introduced Philosophy for Children, mindfulness and yoga strategies to enable pupils

and staff to improve their own wellbeing. These strategies are used throughout the school day and monitored by Head of Pastoral Care.

We recognise that each child is a unique individual who may need support with settling in as they move between classes. To better support their well-being, each child in the Lower School will be assigned a key person which parents will be made aware of upon joining the next class.

3.4 Parents


Parents are always welcome and are encouraged to contact the school if they have any concerns. They can now also use the HomeRun app to stay in regular contact and can contact the Head of Pastoral Care directly. Contact details have been shared in the Parent Handbook. Urgent concerns will be given immediate attention. We will encourage parents to share concerns about home circumstances or medical matters which may affect their child's work or behaviour in school. The opinions of parents and children will be valued and where appropriate action will be taken. Parents can attend consultations with class teachers as well as arrange appointments with the Principal to discuss any issues that arise.

4. Professional Counselling

We will endeavour to enlist the help and support of professional counsellors to assist our pupils or teachers in a time of great need / trauma. Each case will be dealt with individually and appropriate support offered.

5. Links to Other Policies and Documents

- Health and Safety Policy
- Child Protection and Safeguarding Policy

Dates Reviewed	September 2016 September 2017 September 2018 September 2019 September 2020 January 2021
Next Review	January 2022
Name	 Ross Montague Headteacher