

PASTORAL CARE POLICY

INTRODUCTION

- The structure for Pastoral Care is led by the Deputy Head, Pastoral. Members of the Pastoral Leadership Team are: Deputy Head Pastoral, Heads of Year Group, Head of Boarding and Director of Learning Support.
- As a CR we meet on a daily basis where staff are able to raise any pastoral concerns. This ensures that the entire staff body are aware of pastoral incidents or support that is required.
- The Form Tutor is primarily responsible for the welfare of the pupils in his/her care although all members of Common Room have responsibilities towards the pupils.
- Form Tutors, the Boarding Housemaster/mistress, Chaplain, Matrons and the Gaps form the nucleus of pastoral care within the school.
- The role of Tutor is outlined in the Tutoring and Tutorial System Policy.
- Concerns about any pupil should be raised at the weekly Upper, Middle or Lower School meetings and logged on the Pastoral Module by either the Head of Year or Form tutor.
- A weekly boarding meeting is attended by the boarding Housemaster and Housemistress, Matrons and the Deputy Head, Pastoral. In this meeting any pastoral concerns can be raised.
- Additional support is offered by our two school counsellor.

BOARDING HOUSE STRUCTURES

Boarding for both girls and boys is housed in the school's main building (School House). The accommodation for the girls and boys is on separate floors (first and second floors), each with its own common room. There is also a communal meeting area for all boarders located in the Hub (ground floor). Each evening boarding is staffed by a resident Housemaster, Members of the Common Room and Matrons. Help with boarding activities is also provided by Gap Assistants (until 20:00) and on-duty Common Room staff until 20.30pm.

Pastoral care, discipline control and personal advice are disseminated via the House structure.

Within each Boarding House, the Housemaster/mistress has overall responsibility for the pupils in the House, and is the focal point for communications about them, from whatever source, including parents. This reflects the central role which the Housemaster/mistress plays in the House, because he/she is responsible for all aspects of the pupils' lives at school. Their concerns include academic, disciplinary, personal, social or health matters.

Members of Common Room share weekday duties in the care of boarders and are thus in touch with and available to help with any problems and encourage and support boarders as needed.

The Matrons' responsibilities include health care at a minor level and liaison with the Medical Centre. Matrons are not expected to have nursing qualifications, and they consult the permanent staff at the Medical Centre over any matter of concern. Matrons provide an important "listening post" in the boarding house. Many are the times when minor, even fictional, ailments create the opportunity for a pupil (both day and boarding) to receive personal care of a more generally reassuring nature.

OTHER STRUCTURES

The Medical Centre is staffed by nurses 24 hours a day, not only for medical but for other emergencies. There are regular doctors' surgeries, and these provide pastoral support as required.

Our Independent Person, visits the boarders on a termly basis.

We have two school counsellors, Lucie Howell and Angela Ruark, who visits the Prep School to meet with pupils needing extra support. Appointments are overseen by the Deputy Head, Pastoral who liaises with parents.

The Chaplain is also available to talk to children or parents with worries.

Beyond these specific structures, any member of staff may become a valuable support to any pupil, however he/she comes into contact with the pupil, be it through sport, music, drama or some other activity. Visiting teachers (e.g. for music, dance, LAMDA) pass on concerns to the Deputy Head Pastoral via their department or directly if possible.

Pupils may also communicate worries or concerns by writing a note and posting it in the Let me know Boxes which are found in all form rooms (blue). There are also red 'Let Me Know Boxes' around the school where pupils can place any concerns. SEA oversees the notes and triages them to Form Tutors/ Heads of School or Deputy Head Pastoral depending on content. Pupils are also able to Raise a Concern via Firefly. This is an electronic concern that is received by the safeguarding team.

The contact details of various Help Lines and the Children's commissioner are published in Handbooks and on notice boards.

PUPIL MENTORING

Cranleigh Prep School aims to encourage pupils to realise their potential in a nurturing and supportive environment. We aim to ensure that learners receive the care, guidance and support necessary to maintain their personal development and progress academically.

We are committed to working closely with individual pupils who are struggling socially, emotionally, or behaviourally. Our aim is to ensure their overall well-being in order to facilitate their learning.

General Information

1. The pupil mentor's role is to work alongside teachers and other staff to identify the needs of pupils who require help.
2. The mentor will decide on the best means of assisting those individuals in overcoming the barriers that prevent them from achieving their full potential.

3. Providing drop-in sessions for pupils to come and 'off-load', in a safe and non-judgemental environment.
4. Individual programmes are devised depending on the issues that need addressing.
5. The duration of mentoring will depend largely on the progress made by the pupil. This may be evidenced in a variety of ways:
 - Positive feedback from staff
 - Improved behaviour
 - Improved academic attainment
 - Improved relationships with peers
 - Positive feedback from parents

REFERRAL

Referral will be done through Mrs Emma Lewis after consultation with relevant staff.

Referred pupils will attend sessions as seen appropriate until they are discharged.

All pupils who are being mentored are logged on a GoogleDoc system that the Deputy Head Pastoral has full oversight of.

AVENUES OF COMMUNICATION

All these contacts report to the Deputy Head Pastoral as appropriate. All staff are required to pass on concerns about pupils to the Deputy Head Pastoral no matter how trivial they may seem. The Deputy Head Pastoral is also the Designated Safeguarding Lead at Cranleigh Prep School. The Headmaster and Deputy Head Pastoral will always make time to meet with pupils with a concern.

Under the Children Act 1989, all boarding schools are required to have a clear procedure for dealing with the personal problems of pupils and these are published in the Boarding Houses and in school under "If you have a problem...."

All members of staff are trained in Safeguarding procedures, with termly reminders and updates.

This policy should be read in conjunction with:

Child Protection (Safeguarding) Policy

Mental Health Policy

'What to do if you have a problem...'

Policy reviewed annually. Last reviewed June 2024

E F Lewis.

Deputy Head, Pastoral