



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# PASTORAL PRINCIPLES AND PRACTICE

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Key Staff	Principal, Rector. Assistant Principal Pastoral Care, Dean of Students, Student Support and Welfare Advisor, Heads of House, Head of Welfare
Lead Staff for Review	Assistant Principal Pastoral Care, Dean of Students, Heads of House

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## Aim

We aim to place each student in CATS Cambridge/CSVPA 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 well-being, 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.

## Admission criteria

This is stated in the prospectus and registration forms.

## Accommodation

All rooms are furnished single en-suite and conform to National Minimum Boarding standards.

## Welfare Support

Boarding students aged under 18 live in fully supervised Boarding Houses with House Parents. The supervision is discreet but firm and encourages a blend of independence, responsibility, and industry. It also provides support in times of illness, need and emergency. A 24-hour emergency phone support is also available for students. Full details of what to do when ill are available to every student in the student handbook. Key phone numbers are also provided for counselling and support services. Curfew checks are undertaken each night and investigated and documented as appropriate.

Students should not have guests in their rooms (a guest is a non-resident); they should only be in communal areas. Visitors from outside of the College must sign-in with the House Parent on duty, always wear a visitors' badge and be accompanied by the student whom they are visiting throughout their time in the Boarding House. All Boarding Houses have restricted access to prevent unauthorised entry. Under no circumstances should students admit anyone from outside the College to Boarding Houses without express permission from a member of boarding staff.

The College has clear policies for all students on behaviour, bullying, use of physical restraint, Child Protection and attendance. A summary of key policies is available in the student handbook and pre-arrival information handbook which are sent to both parents and agents. Students are also given their own copy of the student handbook on arrival.

The College 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 includes House Parents, Welfare staff and Counsellors arranged by the College. This is in addition to their allocated Personal Tutor. The telephone number of is posted in all Boarding Houses. Every Boarding House has details of the independent listener along with how to contact the

Children's Rights Commissioner for any boarding or other concerns. This is also in the student handbook given to all students.

All students have access to private counselling services and full time Welfare staff are always available. Students identified with particular pastoral needs are supported in a range of ways appropriate to their individual circumstances. Students are referred to psychologists or other agencies when needed.

## Quiet Area

A 'Faith room' is available for those of any faith or none.

## Catering

Guidelines are followed for healthy eating, and menus are regularly reviewed with staff and students. There is provision for students over 18 to self-cater.

College catering makes particular provision for special dietary needs and to support students needing to fast as appropriate.

## Students with English as an additional language

Provision is made for language support with all students with lower levels of English having English lessons in addition to the other subjects in their curriculum and cultural diversity is celebrated with regular international events.

## First Aid

First Aid kits are kept in every Boarding House and maintained by the College Nurses. There are a range of trained First Aiders among the College and Boarding staff. They are sent on the one day First Aid course on a rolling basis.

In an emergency, referral is made to qualified medical personnel. Boarding staff have a stock of Homely Medicines and instructions about how to medicate and contra-indications of medication. All medicines administered are logged on the student's Shackleton database and an email is sent to the Nurse and DSL about medication if there has been an unusual incident such as allergic reaction, a call to 111/999. All student accidents must be logged on Shackleton.

The College Nurses hold a current nursing registration which is confirmed on appointment and is annually checked by the College. The College has a policy on medical care which covers self-medication. The College Nurses regularly monitor non-College records relating to boarders and students health care and the provision of that care.

**Doctors:** As part of their induction at the College, students fill in registration forms for the GP. When students come for less than 6 months, they need to have private medical insurance or pay for visits to the GP. Emergency lifesaving treatment is free. Students under 16 are accompanied to the local surgery and appointments are co-ordinated by medical staff. Students who are 16 - 18 will have medical visits co-ordinated by the College but can also book their own appointments. Arrangements are made with local dentists and opticians as required. The medical team have access to the local

surgery and named Doctors there when needed. Both male and female doctors are available. The Doctor is not able to disclose any information given by the student without written consent.

**Ill students:** All ill students in College accommodation have a 24 hour emergency number to call and if in supervised accommodation will be checked by Boarding staff. They will either be sent to the Health Centre, or if too ill to be moved, special arrangements will be made for them to stay in their room. Food and water/drinks are provided as required. The College Health Centre is available through the College day and is staffed by the College Nurses or Health Care Assistants. See the Medical Care Policy for further details.

**Care Plans:** Welfare staff work to an individual written welfare plan for students with identified special welfare needs. There is a College ALS Policy to help students with specific learning needs.

## Race Equalities Act

For more information see student handbooks, the Race and Diversity policy and the Additional Learning Support Policy. Appropriate support is available for students who do not 'fit in' through their Personal Tutor, and Welfare staff.

## Parental Contact

Students have access to email and internet in College and in the Boarding Houses. Helpline numbers are provided in all Boarding Houses. Parents have access to College emergency phone numbers.

## Pocket Money

Students are 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 week in College Boarding Houses.

## Behaviour

The Colleges have a clear behaviour policy with five stages. The policy is overseen by the Vice Principal with a central copy of all records accessible to staff. Students can discuss aspects of this policy via the Student Council. In case of poor behaviour by students, actions could range from students going onto a Discipline Stage or being put on report for all lessons with the card being signed by their Personal Tutor daily. Conduct records are kept and regularly monitored, as are complaints and accidents. Action is taken in relation to any trends identified.

## Complaints

The Colleges have a clear complaints policy available on the College websites. We also encourage students to let us know what they think in person. A record of complaints is maintained at the College for regular review by senior Staff.

## Privacy and access to students

There is a clear policy in place about knocking on doors and announcing staff names before entering student rooms:

- Knock, stating your name and wait 30 seconds for an answer, if there is no answer then repeat once more.
- 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.

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

## Entering students' rooms without permission

Whilst the College 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 House. 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/Rector, Vice Principal/Provost Student Support and Welfare Advisor/Head of Welfare accompanied by a second adult. Should boarding staff consider it imperative that a student's room is searched in the interests of the safety of the Boarding House in an emergency situation or in the immediate interests of the safety and general welfare of other residents and neighbours of the property, they may do so without seeking permission from the Principal/Rector or Vice Principal/Provost or Student Support and Welfare Advisor/Head of Welfare.

Please refer to the screening/confiscation and search policy for further information

## Health Education

The Colleges have a clear policy on Personal Development. This provides support and guidance on alcohol, illegal substance and solvent abuse, smoking and sex education, protecting oneself from abuse and fundamental British values.

If a student fails a drugs' test they may be permanently excluded from the College. This message is regularly disseminated to the student body. The College may require students found taking drugs to undergo counselling and further tests at their own expense, if they are not permanently excluded.

Students (aged 17 and under) who drink alcohol or are found to have been smoking in their rooms are required to meet with the College Nurse to discuss the lifestyle choices they are making and the longer term effect on their health.

## 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 College registration form provides an opportunity to record significant drug reactions, major allergies and notable medical conditions. Relevant information is provided to all House Parents with key information entered onto Shackleton.

Medical information is copied onto the College Management Information System (Shackleton), and is provided to all Boarding staff, on a need to know basis, by the College Nurses.

Key contact information on all students is kept on the College Management Information System (Shackleton) which can be accessed by all staff.

Information given by a student to the doctor is treated as strictly confidential and not accessible to College 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.

Where a student has a contagious illness the nurse will visit the student in their accommodation, who will be isolated to their room, to avoid spreading illness.

## Staff Training

Boarding staff are inducted and receive regular training sessions over the year.

## Emergency Situations

The College has a crisis 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 crisis management planning. The Principal or Vice Principal would normally take charge.

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

## Special Provision for younger students

In Elizabeth House boarding provision for students who are under-16 ensures a higher level of supervision is maintained.

All boarders under 18 live in fully supervised Boarding Houses and must adhere to exeat rules and curfew times.

All students must place an exeat request, using the Shackleton system, or submit a Courtesy Slip, when planning to leave the College overnight, or to attend an educational visit or interview and so miss

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 checked by House Parents and approved by the Head/Deputy Head of House who will consider any comments or recommendations made by the student's Programme Director, Course Leader or Personal Tutor and will ensure airport check-in and taxis are booked as appropriate.

## Activities for Boarders and Day students

A range of activities are available for all students to participate in. For younger students the activities manager and monitors and targets students who have not participated in activities to encourage participation and involvement.

WiFi internet access is available in all College Boarding Houses to allow students access to news from around the world. It is appropriately filtered. Risk assessments are completed for all high-risk activities.

## Student Voice

Students have input into issues through the Boarding Committee and suggestion boxes. There are several members of staff who work to support student voice and to encourage participation in student surveys and committees including the student council.

## Student Induction.

A clear induction process is in place. Students starting during the year are inducted on a rolling basis. All students receive a Student Handbook.

## Missing Students

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

# COVID 19 Addendum - Pastoral Principles and Welfare

## INTRODUCTION

It is understood that students' experiences of the Covid-19 pandemic will have been very varied. Students may have experienced loss and bereavement, family conflict, and financial concerns amongst others as a direct result of the pandemic.

## WELFARE SUPPORT

There is access to a range of individuals that students can speak to at the Colleges. All staff will be made aware of the additional and emotional support that may be required.

Annual safeguarding training will focus on being prepared for challenging behaviour, safeguarding disclosures and signs of mental health and wellbeing problems.

The Colleges will consider how best to provide pastoral and extra-curricular activities to students to support the rebuilding of friendships and social engagement, and address and equip students to respond to issues linked to Covid-19.

The Colleges will also provide more focused pastoral support where issues are identified with which individual pupils may need help, this may include drawing on external support where necessary and possible.

## **HEALTH EDUCATION**

Students will receive additional guidance in cleanliness to minimise the chance of spread of Covid-19.

Students will be supported with approaches to improving their physical and mental wellbeing.

## **BOARDING STAFF TRAINING**

This year training will be focused on the needs of students in relation to Covid-19 and on ensuring that Boarding Staff understand Covid-19 protocols which have meant changes to their usual practice.

## **ACTIVITIES FOR BOARDERS AND DAY STUDENTS**

The range of activities has been reduced as a result of Covid-19, but the Colleges aim to ensure that all students still participate in at least one activity per week. A specific Risk Assessment relating to Covid-19 has been completed. Specific activities or day trips must have a Covid-19 risk assessment.

## **STUDENT VOICE**

Students will be given opportunities to make suggestions regarding improving Covid-19 protocols.

## **STUDENT INDUCTION**

This year the induction for students on campus has been modified to take account of Covid-19 protocols, but the process still includes all of the key elements required to ensure that students have a successful start at the Colleges. Students studying online will also be involved in the induction programme to ensure that they can become part of their College community.