



PASTORAL PRINCIPLES AND WELFARE POLICY, with Covid-19 addendum

Date of Policy	September 2020
Approved by Principal	September 2020
Next Review Date	August 2021
Lead for Review	Vice Principal with Head of Boarding and Welfare

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 houses and college 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. All rooms are furnished and conform to national minimum boarding standards.

Welfare Support

Boarding students under 18 live in fully supervised Boarding Houses with House Parents. Some students, who must be 18 or over are sometimes able to stay in Homestay accommodation, where families are checked regularly, and records are kept of all checks and visits. With both families and Boarding Houses, the 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 college follows ISI advice in having single sex Boarding Houses 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 Houses 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 college should sign in with the House staff member on duty.

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

The college 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 sent 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 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 include: House Parents, Pastoral Directors, Matron and other welfare staff. This is in addition to their allocated Personal Tutor and teachers.

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

Student Induction

A clear induction process is in place under the supervision of Personal Tutors and other members of college and boarding staff. During induction students cover pastoral and welfare topics, are given access to all college systems and are introduced to key members of college 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 House and maintained by House Parents. There are a range of First Aiders in college 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 Matron 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 Matron in Charge of the Medical Centre trains staff administering medication and all House Parents must complete an administration of medication course. The Matron, assisted by the Head of Boarding and Welfare, 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 college, 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 Matron. 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 student's consent unless there is a safeguarding issue.

Ill students

All ill students in college 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 college Medical Bay is available throughout the college day and is staffed by the Matron or in her 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 college 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 Houses and must adhere to Exeat rules and curfew.

All students must place an exeat request, using the Shackleton system, when planning to leave the College 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 Principal, Vice-Principal, Head of Boarding and Welfare will consider any comments or recommendations made by the student's Pastoral Director, Academic members of staff or Personal Tutor and will ensure airport check-in and taxis are booked as appropriate by Student Care/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.

College entry is by swipe card or through the reception area, all 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, 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 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/Accommodation.

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 College 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, the House Parents contact the Boarding Manager/Pastoral Director/Personal Tutor/SLT for disciplinary action to be initiated or for Reward Cards or for Griffin Points to be issued, as relevant.

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 College 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 Matron or the Head of Boarding and Welfare.

Key contact information on all students is kept on the College 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 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.

Staff will bring or send ill students to the sick bay to be seen by the College Matron/Welfare staff. Where a student has a contagious illness, the Matron 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 college 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 college houses and is appropriately filtered. Risk assessments are completed for all high-risk activities.

Newspapers 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 college.

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.

Students plan activities for their Boarding Houses and have their own Development Action Plans for each Boarding House.

Students have input into issues relating to accommodation through the Student Council and Heads of House. The college 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 college 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 (CATS Characteristics).

The Personal Development curriculum is supported via assemblies, extra and co-curricular activities, subject lessons 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 College works closely with the local police to alert them of any concerns about the views of students where appropriate, as required by UK Law.

The College 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 CATS Characteristic of Open-Mindedness. College 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 College has a clear policy on Personal Development and health education is promoted in the boarding houses, 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 college conducts drug testing on students. 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, 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 Manager 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 college 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 House Manual. House Parents are overseen by a team of Middle Leaders, the Boarding Team Leads who support and monitor standards.

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 Pastoral Directors, who monitor standards, offer support and ensure the delivery of the Personal Development curriculum.

Complaints

The college has a clear Complaints and Tell Us Policy available on the college website and in all relevant college 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 college for regular review by Senior Staff.

Emergency Situations

The college 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 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 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 College 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 College.

Parental Contact

Students have access to email and internet in college and Boarding Houses. Parents have access to Boarding House staff's mobile phone numbers.

Pocket Money

This is distributed through the Finance Officer. 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 college accommodation.

Catering

Guidelines are followed for healthy eating, and menus are regularly reviewed with staff and the student council. College catering makes particular provision for special dietary needs and to support students needing to fast as appropriate.

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
Substance Misuse
Missing Student Policy
Screening, Searching and Confiscation Policy
Prevent Strategy and RA
Misuse of non-prescribed drugs
Medical Care Policy
Exeat
Independent Listener
Admissions Policy

PASTORAL PRINCIPLES AND WELFARE POLICY, COVID-19 ADDENDUM

Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, DSLs

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Pastoral Principles and Welfare Policy as we understand some pupils will require additional emotional and pastoral support when they return to College. Additionally operational changes are required as a result of Covid-19.

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 College. 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 College 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 College will also provide more focused pastoral support where issues are identified that individual pupils may need help with, 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 College aims 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 will be 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 still includes all of the key elements to ensure that students have a successful start at the College. Students studying online will also be involved in the induction programme to ensure that they can become part of the College community.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.