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Colegio Hispano Británico

Líder mundial en enseñanzas británicas

# Pastoral Care Policy

Policy Creation and Review	
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All staff have a responsibility for the care, welfare, safety and therefore to create the learning environment for all the school's students.

### **Definition**

Teachers and non-teaching staff are all part of a team. This team wants to ensure students are happy and secure in whatever activity they are taking part in, whether social, mental, emotional or physical. We have a caring commitment to guide and advise students, equipping them with the skills needed to face the outside world. Teachers and non-teaching staff are encouraged to approach the care of the children in a positive way.

### **Aims**

1. To create and maintain an atmosphere where students feel they are known, safe, valued, respected and happy.
2. To promote the aims of the school.
3. To implement our school rules regarding acceptable behaviour.
4. To maintain the highest standards of teaching and learning.
5. To respond in an empathetic way to the concerns, fears and worries of students.
6. To build an atmosphere of trust.
7. To make children aware of potential dangers through the teaching of PSHE and other subjects.

### **Issues**

1. **Ethos.** The ethos of the school will be reflected in the moral, intellectual, personal and social development of the students. It does not come about by chance. It is achieved by the director, senior management team and staff promoting and facilitating an atmosphere of care and respect within the formal and informal life of the school community.
2. **Relationships.** A good relationship between students and staff is paramount to generating a positive climate within the school community where every individual feels valued and cared for at all times. Good relationships will be nurtured between:
  - staff and all students
  - students and their peers
  - members of staff
  - senior management team and staff
  - school and the surrounding community

Children will also be encouraged to develop and value a respect for themselves.

**NB:** All staff must know that any allegation of inappropriate misconduct of staff student relations will be investigated thoroughly and the member of staff may be suspended from service in the interim. If the student concerned is under 16 Child protection and the Police must be informed. Even if criminal conviction is not the outcome, the member of staff may face a case of professional misconduct following the staff discipline procedure, as stated in the convenio.

### **Rules for relations with students:**

- Pupils are not your friends, keep a professional distance.
- Be aware that a pupil may have crush on you. If you suspect such an infatuation, inform the management to protect yourself against student fantasies that could be misinterpreted by others.

- Do not place yourself alone with a student in circumstances which may be difficult to explain. If you need to talk one to one, ensure you can be seen or at the very least your door kept open.
- Avoid events organised by pupils unless they are supported by senior staff.
- Do not give out home or contact details without good reason
- Out of school contact: visiting a pupil's home or giving a lift home, could be perfectly innocent, but parents and the school management must be made aware of any such situation.

A student must never be promised confidentiality as sensitive problems should be brought to the attention of a senior member of staff.

3. **Self Esteem.** In general self-esteem and respect are central to the development of the whole child and promotes learning.
4. **Within the classroom** the subject teacher must foster self-esteem in students, to promote a sense of self motivation and achievement and to allow them to explore their own attitudes and values in a supportive, non-threatening environment.
5. **Out of the classroom** all staff must promote the aims in the provision of break supervision and extracurricular activities, both sporting and non-sporting, and in a variety of field trips and school excursions.
6. **Personal Safety.** Children will be encouraged to be responsible for their own personal safety and will be helped to acquire skills to be able to do this, so that they will be able to make the correct decisions and know where to get help if, or when, they are confronted with a problem or danger. The whole school must be aware of the teachers responsible for helping with problems: Angie, Emma and Djek. It is expected that children can speak to their form tutor if they need help or are concerned.
7. **First Aid.** If a teacher feels it necessary for a student to receive medical treatment the student should be taken/sent to the office for the first aid to be administered or a decision to be taken as to whether further medical assistance should be sought.

#### Category B Injuries

These are injuries where the students are able to walk unaided, however, in some pain or discomfort. Again, after an initial inspection a decision will be made whether a more in-depth inspection, i.e. x-ray is needed. At this point the student will be taken to the office for the taking of details for insurance clearance followed by a call to the parents or guardians of the child who will accompany them to hospital. If the parent is unable to pick up the child or take them to hospital then transport to hospital will be done by a previously designated driver from the ancillary staff with mobile telephone switched on.

#### Category A Injuries

These are injuries where the student is either unconscious or unable to move without some form of aid. In this case the student should **not** be moved unless they are in a particularly dangerous position (if possible try to put the student in the recovery position). If it is a neck or back problem then the student must **not** be moved. An ambulance from Ambulancia Islas Canarias **928 801212** should be called as soon as possible in these cases.

To help with the overall smoothness of operations the list of the students' names, addresses and telephone numbers needs to be regularly updated.

An accident report or log should then be made, making any recommendations as to how the incident happened and whether there was there anything that could have been done to stop a similar incident occurring.

8. **Sex and Drug Education.** Gerladine is responsible for the coordination and delivery of PSHE, Personal, Social and Health Education within the school. Students from year 9 have informative talks on both topics.

#### **Implementation and monitoring.**

**Teaching and non - teaching staff** must familiarise themselves with this policy and give appropriate help if needed. They must work to build up students' self-esteem and encourage them to be assertive and to resist negative peer pressure. They must help them to develop the ability to make moral decisions and to know the difference between right and wrong.

**Parents** are encouraged to contact their child's teacher or the director if they have any concerns or worries. Urgent concerns will be given immediate attention. Parents will be encouraged to share concerns about home circumstances or medical matters which may affect their child's work or behaviour in school. Any information disclosed will be treated as confidential. The opinions of parents and children will be valued and where appropriate action will be taken.

Subject to annual review