



PRIMARY PASTORAL CARE POLICY

Introduction

Everyone at the British School of Tenerife is recognised as an individual with their own needs, interests and challenges. Our school has a strong teamwork approach to ensure that each student has the support and guidance needed. All teaching staff are committed to providing

- Academic support
- Pastoral support

Parents can be assured that personal matters will be dealt with in a confidential and sympathetic way.

THE SCHOOL AIMS TO:

- Provide a safe, secure environment in which pupils are supported, stimulated, encouraged and praised.
- Promote pupils' positive self esteem
- Provide appropriate supervision in class, in the playground, in the dining room and around school
- Encourage pupils to show respect, kindness and consideration for others
- Promote positive empathetic relationships between staff and pupils and pupils with each other
- Promote a positive discipline policy

- Deal with any problems pupils may have as soon as we know and involve parents when necessary
- Liaise with the school counsellor and SENDCO as and when it is appropriate and if necessary, any external agencies.

Class Teachers

Class teachers ensure that learning takes place in a secure and positive atmosphere within the classroom

They should monitor attendance and punctuality and liaise with the Head of Primary if there are any concerns about these.

They should monitor any changes in pupils' academic or social development and liaise with the Head of Primary if there are any concerns.

They should positively use rewards to celebrate good behaviour/manners eg. oral praise, house points, stickers.

They should remind pupils of the four core values of the school which are kindness, commitment, honesty and respect.

They should integrate PSHEE into the curriculum with timetabled weekly lessons and further activities should issues arise in their class.

(Once a term the School Counsellor will deliver a PSHEE lesson).

Members of the **Senior Management Team** should support class teachers regarding any issues relating to the pupil's pastoral care.

Any issues regarding pastoral care should be added to the child's class notebook on Office 365 by the class teacher SENDCO or Senior Management.

Role and Responsibilities of the School Counsellor across Primary and Secondary

- To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
- To provide support, guidance and advice to staff, parents and carers.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- To be responsible for maintaining appropriate and confidential records.
- To act as Designated Safeguarding Officer.
- To liaise with the SMT keeping them apprised of all relevant cases.
- To be responsible for dealing with issues of bullying.
- To be responsible for teaching KS3 PSHEE .
- To be responsible for Continuing Professional Development
- Take responsibility for personal professional development, keeping up-to-date with research and developments, which may lead to improvements in the counselling service provided.
- To arrange and deliver relevant training for staff as and when needs are identified.

The School Counsellor organises regular meetings with the school council representatives in Primary to discuss any suggestions or issues they may have and to organize charity/fundraising/social events.

To be reviewed January 2020