



## BARNARD CASTLE SCHOOL

This is a Senior School policy

Author: Anthony Jackson (ACJ)

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Reviewed	Headmaster (ACJ)	January 2018
Next Review	Headmaster	January 2019

### **Welfare Policy**

The School recognises its role and responsibilities in promoting the welfare of all its pupils. The School also recognises the need to be proactive in the fulfilment of its role 'in loco parentis'. To this effect, our pupils are attached to Houses and a vertical pastoral system exists, each House is run by Housemaster or Housemistress, or House Parents, with a team of assistant housemasters or housemistresses, and academic tutors. It is the House system which sees delegated responsibility for each pupil. The House thus accepts responsibility both as a facilitator and as a coordinator.

#### **1. Academic Welfare**

Subject teachers, under the direction of their Heads of Department, are responsible for setting and upholding high academic standards. The reward system allows tutors to recognise and congratulate success linked to effort made in class and for prep by the 'handing in' of merits and distinctions, and by the award of Headmaster's Certificates. Houses compete for the Work Cup and Chairman's Trophies, awarded each term, which identify the Houses which have been most successful in terms of pupils' efforts.

Pupils and their parents will receive information about academic progress, effort and achievement on three occasions each term; these Assessments allow pupils to monitor their progress against agreed targets. Targets are identified at the start of each half term and reflect on previous end of term reports and assessments. These assessments, once checked by the tutor and tutee, are sent home for parents' information.

Academic tutors and House staff discuss, comment upon and advise pupils about assessment results both by subject and between subjects. They do this in House Time on Wednesday mornings, in addition to opportunities during the week when tutors meet tutees for Registration and in dedicated weekly Tutor Time sessions. In addition, tutors spend time in the House area during the course of the day. They also liaise with subject

teachers, identify and respond to problems, communicate results to parents and reward and praise pupils for their successes. On all occasions, best practice will mean that parents are kept fully informed.

Additionally, the House will support actions taken to improve pupils' behaviour and work practices. This will include the Registration of pupils in the House at the start of the day and that the start of the working afternoon; these present additional opportunities to remind some tutees of their responsibilities.

Those with learning support needs and those who have a disability are supported by tutors, House staff, teachers and learning support teachers. Should there be any concerns, pupils can refer these to the Special Educational Needs and Disability Act plan.

Summative comments are included by House staff on reports to parents. In addition, parents' evenings provide parents with the opportunity for detailed consultation, to include discussing any matters of concern with the Headmaster who is present at every Parents' Evening, from start to finish.

Houses will keep records of both rewards and any sanctions imposed upon pupils for serious disciplinary offences. Any sanctions imposed by the Headmaster will be recorded by him. The School does not use corporal punishment in any activity whether or not on the school premises; this is known by all members of staff and volunteer supervisors. Physical intervention may only be used to avert an immediate danger of personal injury to a pupil and must be properly documented for the Headmaster as soon as possible after the event.

Appropriate careers and higher education advice will be given by either visiting specialists or in-house specialist teachers. Parents are encouraged to be involved in any discussions relating to future decision-making. Information and advice can be obtained via the tutor.

## **2. Social and Behavioural Welfare**

All members of staff and pupils have an individual and corporate responsibility to promote one another's welfare, to include promoting child protection and the protection of vulnerable pupils. They also have a responsibility to refer any matter of concern without delay to a member of staff or the School's Child Protection Officer. The School practises the safer recruitment of staff.

All members of staff, and the monitorial body, have responsibility for promoting good manners and proper standards of behaviour in and outside school. The School does not consider that 'initiation ceremonies' or related unkind, unsympathetic or dangerous behaviours are ever acceptable.

Clearly explained School and House rules are published and publicised. These are explained and justified regularly to pupils. House staff have a particular responsibility to define and promote high standards of personal behaviour, both on and off the school premises.

All members of School, both pupils and staff, have individual and corporate responsibility to look after one another, to be available for one another and to bear down on any anti-social, bullying or aggressive behaviour by others. Any behaviour which is aggressive or anti-social in terms of race, religion, culture, sex, homophobia, disability and communication content must be challenged and reported immediately to the Housemaster

or Housemistress of both the victim and the perpetrator. Parents will be informed on all occasions.

All pupils need to be aware that, in addition to the School's Complaints' Policy which pupils can use (information about this can be obtained from the Headmaster's Secretary or from the General Office), they can seek advice and help from their family (using e-mail, letter, fax or 'phone), any member of the teaching or non-teaching staff, nursing sisters or matrons), senior pupils, peer support listeners or BFGs. The School also has a School Counsellor (based in the Medical Centre) as well as our School Independent Listener (Mrs Margaret Forsyth).

Parents are always welcome to visit the School. The School takes pride in being accessible to parents and the Headmaster has an 'open-door' policy; should parents wish to discuss a matter in detail, it is better first to make an appointment. Should parents wish to take boarding children out of School, then they should inform the Housemaster/Housemistress first. The majority of boarding pupils leave school at exeat weekends; those who remain are involved in an agreed and appropriate programme of excursions and activities.

Parents are responsible for placing boarders who do not go home at half term with the family's named guardian and for providing details for the Housemaster/Housemistress of their son's or daughter's whereabouts and welfare arrangements.

### **3. Health and Safety Welfare**

The School doctor and nursing sisters hold primary responsibility for health. The matrons assist them in this. To this effect, pupils may visit the Medical Centre at surgery times, details of which are published in School by the nursing sisters, and at any other time if there is an emergency. The nursing sisters provide first-aid, as do other members of staff, to include all matrons, with appropriate qualifications. Pupils who are ill can be accommodated in the Medical Centre, in their own rooms under the direction of their Matron, or will be sent home if convenient to the family and practical, or medically necessary. Nurses arrange appointments at hospitals, clinics and dental surgeries; matrons are responsible for making travel and supervision arrangements.

Out of hours illnesses should be reported to a matron. Matrons are resident in each boarding House and are highly qualified first aiders. The School's Sisters may also be contacted by House staff at home out of hours. Arrangements can be made to take an ill boarder to hospital if necessary. Short-term illnesses will be accommodated, where possible, within the boarding houses where ill boarders will be isolated as far as is practicable and monitored regularly. Should the occasion arise where a boarder needs to be cared for in the Medical Centre overnight, he or she will be supervised by one of the Sisters.

In cases of highly infectious or prolonged conditions, boarders may need to return to the care of their parents or guardians. In unusual instances, such as when there is a risk of swine flu, the School will always take advice from agencies such as the HPA.

Should a pupil not wish to be seen by a particular doctor or nurse, then an appointment can be made at a Health Centre surgery; there are seven doctors available and appointments can be made via the General Office.

The House will liaise regularly with the Medical Centre on a 'need to know' basis. Good practice in health care matters will be explained and promoted by the Medical Centre and by House staff.

Pupils are encouraged to eat sensibly and healthily; suggestions for meals and special requests can be made directly to the Catering Manager or to the House's Food Committee representatives.

Pupils who are anxious about or are nervous of participating in games or games activities will be reassured to know they will be looked after and coached by specialist games coaches who are sympathetic to their perspectives and who will do their best to help them enjoy their new experiences. These coaches will also advise about games kit, games equipment and changing into games clothing.

Pupils' safety will be promoted in School by appropriate School risk assessments; these will be dependent upon those involved in the event, to include parents, and in assessing efficiently and effectively the extent of risks. To this effect, any concerns relating to health and safety, and the maintenance of the School's buildings and its fabric, should be brought to the attention either of the Health and Safety Committee (Chairman is the Director of Operations) or, for immediate matters, the Facilities Manager.

Boarding areas are 'locked off' in the evenings and at weekends; boarders are specifically asked not to disclose combinations to key pads to any unauthorised persons. The School is locked each night at 10.30pm and the night patrol staff promote pupils' general safety by ensuring doors and windows are locked securely.

Boarders, in particular, but all pupils have a right to personal privacy in relation to sleeping accommodation, toilet and washing facilities, changing facilities, and accommodation when ill. In addition, House common rooms are designated for particular age groups to use and will provide security from public intrusion and allow safe recreation. Pupils have lockers and should provide their own padlocks to allow personal items to be kept safely. Many pupils choose to work in the quiet of the supervised School Library.

The School Linen Room will look after matters relating to the laundering of clothing and bedding.

The School will protect pupils and staff against the risk of fire by implementing its fire policy and risk assessment. The Fire alarm bells are tested each week. Fire practices are held each term.

Pupils' safety and health outside the School is promoted through the writing of and implementation of School Risk Assessments.

Pupils will be given information in PSHE classes about matters relating to their welfare, to include information about tobacco, alcohol, illegal drugs, sexually transmitted diseases and communicable diseases. In addition, they will be provided with information about how to represent their views, make a contribution, and make wise decisions. This will also include education about 'keeping safe'.

#### **4. Emotional Welfare**

The House accepts primary responsibility for supporting those pupils in the House. Tutees and tutors meet regularly and it is of paramount importance that the two parties confide in

one another; this relationship, based on mutual trust and respect, will develop over time and will be enhanced by regular contact with parents, in person whenever possible but also by letter, fax, e-mail or telephone.

All pupils are provided with appropriate induction; this starts before entry to the School with 'Bridging the Gap' mornings which parents attend, induction afternoons which prospective pupils and their parents attend, an introductory afternoon prior to the start of the first term, and special daily assemblies in term, to explain the main features of that day's activities and any special arrangements associated with the first week of term. Pupils from overseas have an intensive three-day induction period on arrival at the School; this is run by the ESL teacher, and the Head of Overseas' Boarders, in conjunction with the Headmaster.

Pupils who are home-sick, feeling unwell or under-the-weather, or feel dispirited are encouraged to talk to their tutor, or someone they feel will listen to them, or go to the Medical Centre. Those feeling unwell in class, in games or activities, should ask to be released from their commitment and go immediately to the Medical Centre, with an escort.

The tutor will also expect to be involved in the representation of views, opinions and wishes of pupils on those occasions when the pupil may find it difficult work alone.

The tutor and House staff need to be available for pupils; the School recognises the need for tutors and tutees to meet both formally and informally on a regular basis. It is therefore important for the School to stress the importance of the School's pastoral system to the success both of the School and its pupils.

Some pupils will wish, in addition to discuss matters with the Chaplain or the School's Independent Listener or the Children's Rights Director whose details are posted on noticeboards in each house, in handbooks and outside the Work Room.

## **5. Moral Welfare**

The School recognises the importance of providing a safe environment for all its pupils. To this effect, the School teaches and instructs pupils in Assembly, in class, and in PSHE lessons, in relation to proper standards of behaviour and conduct.

- A clear set of School Rules is posted.
- High standards of behaviour and considerate conduct are expected by all and from all.
- Good practice in relation to health education is promoted.
- Through the School's tutorial system and the School's complaints' procedure, the interests and rights of all individuals can be protected.
- The School has a clear Child Protection Policy which can be activated quickly and effectively should the need arise.

It is important to the School that, at any point in the pupil's School life, the tutor (or another member of a House staff team) will be able to make a prompt and detailed report or assessment of a pupil's welfare. To this effect, in addition to central records being held by the Headmaster about each pupil (records which are confidential on a 'need to know' basis), House records will be sufficiently extensive to allow a detailed statement and assessment of previous and present involvement in School life as well as a record of all pertinent personal details.

In addition, the House is responsible, with other welfare agents in the School (Medical Centre, Learning Support Department, teachers and carers) for recording important summative comments and statements on pupils' files, kept on iSAMS or in the Staff Work Room.