



## **PASTORAL CARE POLICY**

Person responsible: College Principals  
Reviewed: June 2023 . Next review: June 2024.

## **Pastoral Care**

Pastoral care is an essential part of the International College's ethos and is central to the success of the students. It is very hard for students to thrive academically if they are unhappy in another aspect of their life. Similarly, it is difficult for students to be happy if they are not able to cope academically. The two areas of College life are tightly woven together. A carefully integrated (and constantly revised) system of Pastoral Care provides a strong team of staff, each with specific responsibility for looking after the welfare of particular groups of students. The Pastoral staff are able to look at the progress of the students in a broad sense, ensuring that any problems that arise are dealt with quickly and efficiently.

The College is not only a physical base but also a community small enough to accord to each of its members the regard and attention of a family. The College Principals have primary responsibility for the care of those in the College and there is a well organised programme of induction for all students who are new to the College. In addition, there are other key members in the College team: the Deputy and Assistant HSMs, the Senior Tutor, the Evening Tutors, the Matrons, the IC Counsellor. They are available in the College throughout the days and evenings and students can access them as they need to. Students build strong and supportive relationships with all members of the College team.

The College provides an excellent level of supervision throughout the day and in the evenings between College Principals, Deputy and Assistant HSMs, evening tutors and Matrons. At all times, day and night, there is one or more of the College Principals and Deputy/Assistant HSM on duty. College Principals, Deputy HSM and Assistant HSMs meet between shifts to hand over information. Additionally, every week the core house team of one of the College Principals, Deputy HSM, Assistant HSMs and Matron Coordinator and Senior Tutor meet to discuss student issues, care and routines. For sharing pastoral information, the College uses CPOMS. CPOMS records pastoral concerns and shares information to those members of staff who need to be informed.

Students are also supported through the Tutor System, which has existed at King's since 1886. Full time teachers at the College have a tutor group, consisting of about ten students. The tutors meet their groups formally Monday to Saturday and at other times informally, in the College or in various social contexts. Additionally, every student has a one-to-one meeting with their tutor once a fortnight. Tutor groups also go out for a meal or trip together once or twice per year. Tutors record significant conversations and correspondence regarding their tutees. A system of reports by teachers and tutors enables regular monitoring of academic progress, so that any problems can be identified and, after discussion, action can be taken. A tutor will get to know tutees well and will encourage their wider interests and participation in co-curricular activities, and the cultural and sporting life of the College. Students periodically complete a wellbeing survey, and this forms the basis of a discussion with the tutor and action where appropriate if a student flags a concern in a particular area. The tutor also plays a key pastoral role in the life of their tutee, as s/he is on duty in house one evening a week. There is a regular meeting for all tutors, led by the Senior Tutor. At these meetings, various aspects of current tutoring work are discussed, and the Senior Tutor reviews progress and support for students with an ongoing pastoral concern.

A weekly College Assembly offers a chance to reflect on important themes, such as safety, wellbeing, celebrations, study skills and historical anniversaries, as a College community. It is also a time when we celebrate successes in the College community, such as those students who have achieved a College Merit milestone, or who have achieved co-curricular success. Finally, it is a chance to review the progress of ongoing inter-Tutor-group competitions, which provide an enjoyable social, non-academic, focus to College life.

The well-equipped Health Centre is run by a team of fully qualified nurses and provides continuous twenty-four-hour cover throughout the term. The nursing staff are supported by School GPs.

The Chaplaincy team, led by the Senior Chaplain, the Reverend Lindsay Collins (Rev) is responsible for worship and services in the Cathedral and in the School. The chaplains are available to staff and students, of all religions or none, as friendly advisor and counsellor.

The IC counsellor is available for all students. Appointments may be made confidentially: students can either email her directly, or, if they wish, ask staff to email her.

Sarah Joseph, Lead Teacher of EAL and SENCO, helps and supports those with a wide range of learning needs, working with other specialists where required.

Information posters containing contact numbers for various external support and advice lines are prominently displayed around the College. These also include contact details for the independent listeners.

One of the Joint Principals attends the Joint Pastoral Committee. This provides Governance oversight of pastoral systems and issues across the whole organisation.

In the course of the learning day, students move across College and King's School locations and with that in mind we encourage students to carry their mobile phones with them for use in a responsible and appropriate manner and with the telephone numbers of the College Principals, Deputy HSM and Matrons stored. (There is further information about mobile phone use in the School Rules, Mobile Devices Policy and the ICT Acceptable Use policy).

Healthy use of technology and the internet is now an important part of young people's lives in the UK, but spending excessive time online and viewing and creating harmful and unhealthy content is detrimental to students. A filtering and monitoring system is used to flag concerning behaviours, and these are followed up with students in person, with staff providing support, education, and, when necessary, sanction, to help students build healthy online habits.

Naturally, all teachers have a responsibility in terms of pastoral care for all the students they come across, not just as subject teachers or personal tutors, but in co-curricular activities and in all areas of College life.

Students leave feedback and requests anonymously in the feedback box in the Common Room. This feedback is reviewed publicly at evening house meetings and put into action where appropriate. Students also provide feedback on their experience through the Student Council.

### **Complex pastoral cases**

Complex pastoral cases are assessed and reviewed by a group consisting of: College Principals, Assistant Principal, Senior Tutor. Deputy/Assistant Houseparents and the Anti-bullying Lead are sometimes also involved in these meetings. When a case arises the following process begins:

- 1) Any urgent action taken by first responder to ensure the safety of students and staff.
- 2) College Principals convene a meeting with the above staff to make an initial assessment and agree an initial action plan.
- 3) Head and/or Deputy Head (Pastoral) to be informed and advice sought when necessary.
- 4) Adapt and implement action plan, incorporating advice from Head and Deputy Head (Pastoral).
- 5) Review weekly or more frequently as needed.