



# **Coopersale Hall School**

## **Pastoral Care Policy**

The Headmistress and Deputy Head are responsible for Pastoral Care within the school.

The Headmistress (or in her absence the Deputy Head) is the designated person for Child Protection.

Class teachers have responsibility for the pastoral care of children in their classes and are responsible for keeping parents and Senior Management informed of any problems that occur. (Incident Forms and Encounter forms are used to record incidents and conversations with pupils and parents.) If staff are unsure how to deal with a problem which occurs, they speak to the Deputy Head or Headmistress. Any incident of bullying or concern about child abuse must be reported to the Headmistress.

Learning Support, lunchtime staff and Office Staff all play a vital role in looking after the welfare of the children. They will report any concern or incident that occurs to the class teacher. (In the case of a concern about child abuse they will report straight to the Headmistress.)

PSHE, Circle Time and assemblies are used to address the issues of friendship, good manners, consideration for others, citizenship and bullying.

General issues to promote Spiritual, Moral, Social and Cultural Development are taught via RE, PSHE, Assemblies, Circle Time, and other subjects such as Geography, Music, Drama, PE and Art.

Pupils requiring extra support, are offered a weekly Listening Ear session, with a trusted member of staff.

The School has a very friendly family atmosphere. The children feel safe and are encouraged to talk about their problems and concerns and to look after each other and let people join in their games in the playground.