

# DUNHURST, BEDALES JUNIOR SCHOOL

## WELFARE POLICY

We aim to provide the best possible welfare for all those under our care at Dunhurst. We believe that only happy children work hard and achieve. We aim to boost and raise the confidence of pupils, identify problems early and provide extra support when necessary. We are also aware that providing a positive experience for staff and parents will make for a more successful and happy community.

### Welfare of Pupils

#### Pastoral System

##### **Block Tutors and Group Teachers** (see handbook)

Every pupil at Dunhurst has either a Tutor (Blocks) or a Group Teacher (Groups) who is responsible for the overall welfare of the children in their care. Their job descriptions are laid out in the Staff Handbook.

##### **Head of Groups, Head of Blocks I and II** (see handbook)

Kate Olphert is Head of Groups, Alan Simmons is Head of Blocks I and 2. Their job descriptions are laid out in the Staff Handbook. They will meet at least once a term (once a week for Group Teachers) with the appropriate Tutors and Group Teachers to discuss the academic and pastoral issues of the pupils in their care. Individuals are discussed, but so are forms or groups of pupils that may be cause for concern. It may be necessary for Alan or Kate to speak to individuals, larger groups or children, or in some instances, a whole form or year group.

#### Regular Reporting and Monitoring

##### **Pupil Reviews** (see Staff Handbook)

Pupil Reviews allow an opportunity, once a term, to comment on and discuss every child individually. Although primarily an academic report, other issues concerning a child can be raised and discussed as a staff. No child is omitted from this process which gives the Tutor or Class Teacher an informed view of the progression of their pupils. Following the review, for either positive or negative reasons, a number of children may be called to see the head or a strategy put in place to support an individual further.

##### **Pupil Concerns at weekly staff meeting**

A time is set aside at the end of the weekly staff meeting when individual children may be raised by any member of staff. There may also be a number of children who are on the agenda for a number of weeks while their progress is monitored. Minutes of these meetings are kept by the Head's Secretary and published on the intranet and staffroom board.

##### **Daybook** (see Staff Handbook)

All staff may enter comments on an individual child in the Daybook on schoolbase under a number of different headings, including 'general cause for concern'. These comments are then picked up by the Tutor or Group Teacher and provides a record of and a pattern to a child's welfare, behaviour and progress. All staff can access information on the Daybook

## **Welfare File**

In addition to the Daybook, There is a Welfare File in the staff room where staff may write a more detailed entry on an individual pupil. This may involve incidents of unusual behaviour or general welfare of a child. A Summary of this entry will be transferred to the Daybook at a later date so a central record is kept. Some staff prefer this written method of recording to a computerised system.

## **Boarders**

Pupils who board, either full or part time, require further support and care beyond that provided for day pupils. We understand that while a child is boarding, Dunhurst is their home and boarding staff are, to a certain extent, taking the place of a parent and provide a relaxed friendly and safe environment, separate from the normal school day. The Head meets weekly with the boarding team.

### **House Staff**

All boarding House Staff are responsible for the welfare of pupils under their care. They provide pastoral and medical care and create a homely environment on 'Wing'. These staff include residential boarding staff, resident and non-resident matrons, and staff who live on site who assist with boarding duties.

### **Boarding Guidelines for Staff**

Dunhurst has a document entitled 'Boarding Guidelines for Staff' which is kept on 'Wing'

### **Boarding Schools National Minimum Standards**

Dunhurst aims to meet all standards set out in the Boarding Schools National Minimum Standards. A file is kept in 'Wing' detailing these standards.

## **Child Protection**

Dominic Oliver is the schools Child Protection Officer and Alan Simmons is his deputy. A file is kept with Dominic on children and families where major concerns have been raised or a disclosure has been made. The pupils all have access to telephones within the school including one in a private area where the number of Child Line is displayed. All staff are trained once every three years in Child Protection. Dominic and Alan attend training annually.

## **Education**

We aim to educate pupils to appreciate their welfare and those around them. This is done through a number of different areas of the curriculum including PSHE, Science and Humanities covering topics such as health, nutrition and racism.

## **Safeguarding Children**

We ensure that all staff employed at Dunhurst go through all the appropriate checks and procedures (reference *Safeguarding Children and Safer Recruitment in Education*). We provide relevant in-service training where necessary on pastoral care, for example the boarding qualifications, and in first aid and swimming qualifications.

Dunhurst has a Child Protection Policy

## Medical Welfare

### Matrons

Our matrons provide medical care and support for all pupils within the school. Any child can call, or be referred to, a matron who will be on duty 24 hours a day. They administer basic medical care, can refer pupils to a doctor, or ask parents to pick up their child,

### Doctor

The school doctor is Dr Guy Cunliffe at the Swan Practice in Petersfield

### First Aid

The school has a First Aid Policy

## Anti Bullying Policy

The school has an Anti Bullying Policy

## New Pupils

We aim to ensure that starting at Dunhurst is as happy an experience as possible for new pupils. New pupils and their parents are invited to meet staff and current pupils before term starts, typically at a school play or at a 'trial day'. New pupils are also allocated a buddy who will be contact, and may even arrange a meeting, before term starts. The pupil will be aware of their Tutor/Class Teacher and form before starting term. Staff are made aware of all new pupils and their individual needs before they start so as to provide all the necessary support, both academically and pastorally. Great care is taken to position children in the appropriate form and tutor group and where an action isn't working we will make a change.

## Welfare of Staff

The school has a duty of care for all staff in their employment. The school committed to ensuring the staff workload is balanced and fair. The school is also committed to provide training for staff in order to advance their own professional career. The Staff Common Room (SCR) provides support for staff and has two elected reps each year. The reps meet with The Head on a weekly basis to pass on concerns.

## Welfare of Parents

The school is committed to regular contact with parents at all times, not just when things go wrong. Parents receive written reports twice a year and a pupil review once a term. The school has an open door policy for parents who are able to make appointments with staff whenever necessary. The school will also call parents into school for a meeting if there is a problem, or may be a potential problem on the horizon. The school provides a number of Child Talks each year on a range of subjects including nutrition, substance abuse and eating disorders. Parents also have access to, and may be offered support when necessary (see below.). The Friends of Dunhurst Parents Group also provides support for new and existing parents. They meet regularly and organise a number of social and fundraising events throughout the year. The Chair of the FoDs meets weekly with the Head

## Support

We aim to provide to additional support to all those within the school community when necessary.

## **Special Educational Needs and English as an Additional Language**

We provide support via Fran Box, Head of Learning Support, as necessary.

### **School Counsellor**

Jenny Yeates is the school councillor. Jenny introduces herself to the school at the start of the year at assembly. Pupils may arrange to see Jenny as a one off or on a regular basis. Pupils may also be referred to Jenny, in agreement with parents. In some cases, parents and staff may wish to see Jenny.

### **Family Counsellor**

Mandy Hopkins is the school family counsellor. The school has identified 'child' problems to originate in the family. Appointments can be made by referral from the Head or at parents' request.

### **Peer Listeners**

Peer Listeners are available to all pupils within the school (see Staff Handbook).

### **Further Support**

The school also provides access to other support networks as appropriate. In recent years we have referred children, staff and families to a number of professionals including:

Dr Ricky Richardson, Consultant Paediatrician, Great Ormond Street

Dr Tom Smiley, Clinical Psychologist

Mandy Hopkins, Family and Child Counsellor

### **Health and Safety**

The school has a Health and Safety policy

The School has a Fire Risk Policy

The School has a Fire Procedure Policy