

Prep School Welfare Policy

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Internal only		
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For Pupils/Students		

Bedales Prep School Welfare Policy

We aim to provide the best possible welfare for all those under our care at the Prep School. We believe that 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. As outlined in the Prep School's Behaviour Policy encourage all members of our community to be Ready, Respectful and Safe in all they do to foster a collective sense of responsibility for the welfare of the community as a whole. This aligns with the Whole School motto of 'Work of Each for Weal of All'.

Welfare of Pupils & Pastoral System

Tutors (see staff handbook)

Every pupil at the Prep School is able to meet with their Tutor who is responsible for the overall welfare of the children in their care. Groups' Tutors have responsibility for their class and Blocks' Tutors have responsibility for a smaller group that is separate to their teaching group (generally 7-9 pupils). The tutor job description is laid out in the Staff Handbook. Groups and Blocks teaching staff meet regularly throughout the term to discuss children with either an academic or a pastoral focus.

Pastoral Team – Weekly meetings

House Parents, the Head of Learning Support, the Head of Wellbeing & Mental Health Lead, the Head of Blocks, the Head of Groups, the School Counsellor, and the Matron's team all have separate weekly meetings with the Deputy Head Pastoral to discuss pastoral matters. Notes of discussions on children are recorded in the Watch List.

Pastoral Gauges

Each week, every tutor compiles a Pastoral Gauge on their tutor group and makes this available to the Head of Groups or Head of Blocks. This helps to identify those children who require further support as well as helping to track trends over time. The entries form the basis of the Senior Pastoral Team meetings on Fridays.

Watch List

The Watchlist was introduced in early 2019 and is updated every week. It gives details of those children about whom there are pastoral, wellbeing or welfare concerns as well as outlining what action is being taken and by whom. A link to the Watch List is sent out to all Prep School staff every Monday after the staff meeting.

Anti-Bullying Policy

The school has an Anti-Bullying Policy. It is important to ensure that all allegations of bullying are investigated fully.

Regular Reporting and Monitoring

Reviews (see Staff Handbook)

Reviews allow regular opportunities, throughout the year, to comment on and discuss every child individually. Although primarily an academic report, pastoral matters relating to 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 children. 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. Main points and actions are recorded on iSAMS.

Pupil Concerns at weekly staff meeting

A time is set aside at the weekly staff meeting when individual children may be raised by any member of staff. There may also be several children who are on the agenda for a number of weeks while their

progress is monitored. Feedback is also provided from the Pastoral Team meetings and Watchlist which proceeds the staff meeting. Key points raised are recorded on iSAMS or CPOMS – dependent on the nature of the entry. Minutes of the staff meetings are kept by the School Office Manager and are distributed by email as well as being made available on the All-Staff team within MS Teams.

iSAMS and CPOMS records (see Staff Handbook)

All staff may enter comments on an individual child in the Conduct record on iSAMS under 'not meeting expectations' or 'restorative meeting'. These comments are then picked up by the Tutor and provide a record of and a pattern to a child's welfare, behaviour and progress. All staff can access information on the iSAMS entries for any given child. The Head of Groups, Head of Blocks, Assistant Head of Blocks, Mental Health Lead and the Deputy Head Pastoral are all notified of any conduct entries via the dunhurstpastoral@bedales.org.uk email address.

Any allegations of unkindness, mental health concerns or any matter that may be covered by KCSIE are recorded using CPOMS.

All members of staff have an opportunity to enter any issues that are observed and perhaps occur during break-times or over the lunch period. These observational comments help to spot patterns of behaviour that may build up to bigger issues. The intention being to resolve things early before they become a bigger issue.

All members of staff also have the opportunity to log comments and observations about positive behaviour and kindness. These are flagged to the child's tutor and are also visible to the child's parents through the parent portal. Following the Prep School Behaviour Policy, a child's effort in having a positive impact on the school community will be recognised according to an incremental scale detailed in the Behaviour Policy.

Boarding Pastoral Logbook

On the boarding wings the boarding staff make regular pastoral notes about the pupils using iSAMS. These are often observational comments and help to spot patterns of behaviour and assist handover times between staff. Where incidents are considered more significant, CPOMS may be used.

Pupils, Staff & Safeguarding

Boarders

Children who board, either full or part time, require further support and care beyond that provided for day children. We understand that while a child is boarding, the Prep School is their home and boarding staff are, acting in loco parentis and providing a relaxed, friendly and safe environment, separate from the normal school day. The Deputy Head Pastoral meets weekly with the House Parents to discuss boarders and their needs.

House Staff

All Boarding House Staff are responsible for the welfare of children under their care. They provide pastoral and medical care and create a homely environment on the boarding house. The staff team includes residential boarding staff, resident and non-resident matrons, gap assistants and staff who live on site who assist with boarding duties.

Boarding Guidelines for Staff

Bedales Prep has a document entitled 'Boarding Guidelines for Staff' which is in the Staff Handbook.

Boarding Schools National Minimum Standards

Bedales Prep aims to meet all standards set out in the [Boarding Schools National Minimum Standards](#). A file is kept on the boarding house detailing these standards.

Child Protection

Ana Simmons (Bedales) is the Whole School Designated Safeguarding Lead and Graeme Thompson (Deputy Head Pastoral at Dunhurst) and Alice Tang-Pullen are Deputy DSLs for the Whole School and will be the most likely points of contact for safeguarding at the Prep School. Camilla Bell is another of the Deputy DSLs for the Whole School and takes responsibility for safeguarding issues at the Pre-prep. All major concerns about children or families as well as any disclosures from children are recorded on CPOMS. The children 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 in accordance with the Whole School Safeguarding and Child Protection policies. All DSL leads attend training annually.

Education

We aim to educate children to appreciate their welfare and those around them. The curriculum is responsive and allows for discussion of current affairs and pertinent topics or movements – e.g. Black Lives Matter movement and Everyone's Invited. This is achieved through a number of different areas of the curriculum including Wellbeing, Tutor Times, Science, Humanities, and Global Awareness, Assemblies and JAW.

Safeguarding Children

We ensure that all staff employed at the Prep School go through all the appropriate checks and procedures ([Safeguarding Children and Safer Recruitment in Education](#)). We provide relevant in-service training where necessary on pastoral care, for example the Youth Mental Health First Aid qualification as well as boarding qualifications, and in first aid and swimming qualifications.

There is a Whole School Safeguarding and Child Protection policy.

Medical Welfare

Matrons

Our matrons provide medical care and support for all children within the school. Any child can call, or be referred to a matron who is available and on duty 24 hours a day. They administer basic medical care, can refer children to a doctor, or ask parents to pick up their child. The Prep School also has the support of the Health Centre at the Senior school.

Health Centre

The Senior School Health Centre and its Lead Nurse provide all medical protocol and policy for the Prep School Matrons to follow. In addition, they are available to support staff and children with any medical needs.

Doctor

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

First Aid

The school has a First Aid Policy

The Dunhurst Community and Support

New Pupils

We aim to ensure that starting at the Prep School is as happy an experience as possible for new children. New children and their parents are invited to meet staff and current children before term starts, typically at a school play or at a 'trial day'. New pupils are also allocated a buddy who will be in contact, and may even arrange a meeting, before term starts. The child will be aware of their tutor and form before starting term. Staff are made aware of all new children 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. An extensive induction programme for children takes place at the start of the Autumn Term each year and Boarding staff provide an induction programme for new boarders joining the Prep School.

Welfare of Staff

The school has a duty of care for all staff in their employment. The school is committed to ensuring the staff workload is balanced and fair. The school is also committed to providing training for staff in order to advance their own professional career. The Staff Liaison Group (SLG) provides support for staff and has two elected reps each year. The reps meet with The Head on a regular basis. The Deputy Head Pastoral has the role of Staff Welfare Officer.

Welfare of Parents

The school is always committed to regular contact with parents, not just when things go wrong. Parents receive written reports once a year and a pupil review once or twice 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 talks each year on a range of subjects including online safety, nutrition, substance abuse and eating disorders. The school also produces a 'Let's Talk about...' document every term covering similar topics. Parents are able to access Teen Tips – an extensive library of resources designed to provide support to parents and children alike.

Parents also have access to, and may be offered support when necessary (see below). The Friends of the Bedales Prep School (FoBPs) 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 FoBPs organises a coffee morning for the first day back at the beginning of term and after half-term.

Support

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

Special Educational Needs and English as an Additional Language

We provide support via Anneli Bush, Head of Learning Support, and Senior School staff as necessary.

School Matron – Emotional Support

Kath James is the School Matron – Emotional Support and is able to provide support to children on a range of issues, including friendship issues, anxiety and emotional literacy. Kath is accessed through a referral system which triages the concern and recommends her as the appropriate level of support.

School Counsellor

Jenny-Clare Yeates is the school counsellor. Jenny introduces herself to the school at the start of the year at an Assembly. Children may arrange to see Jenny as a one off or on a regular basis. Children may also be referred to Jenny by the Emotional Support Referral System. If her support is felt to be the appropriate intervention, then tutor contacts parents to ensure that they are aware this support will commence. A letter explaining the counselling provision and price structure is then sent to parents. In some cases, parents and staff may wish to see Jenny.

Peer Listeners

All Block 2 children receive training as Peer Listeners and are known as 'RAktivators' (Random Acts of Kindness - see Staff Handbook).

Independent Listener

The school recognises the need for children to have access to an adult outside the structure of the school for children to contact. This person is Joanna Farrell. Joanna introduces herself to the children at an assembly within the first term of the academic year.

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 Pediatrician, Great Ormond Street
- Dr Tom Smiley, Clinical Psychologist
- Mandy Hopkins, Family and Child Counsellor
- Kate Olphert, School Phobia and Refusal Counsellor
- Katharine Williams, The Therapy Rooms, Farnham
- The Therapeutic Consultants, Fareham

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