Dunhurst Welfare Policy

INCLUDING EYFS (check if this needs to be included)

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<tr>
<th>Implementation Date</th>
<th>Autumn 2019</th>
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<td>Date/term of last review</td>
<td>Autumn 2017</td>
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<tr>
<td>Author</td>
<td>Deputy Pastoral Bedales</td>
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<td>Review body (individual or group)</td>
<td>Pastoral Team Dunhurst</td>
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<td>Approval Body</td>
<td>SMT, Dunhurst</td>
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<tr>
<td>ISI Regulatory Paragraph Number</td>
<td>Part 3</td>
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<td>Next Review Period</td>
<td>Autumn 2020</td>
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Tick which category this document refers to:

- ISI requirement to be made available
- ISI requirement to be on website
- For Inspection Use
- Website
- Internal only

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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 staff handbook)

Every pupil at Dunhurst is able to meet with either a Tutor (Blocks) or a Class 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. Groups and Blocks teaching staff meet regularly throughout the term to discuss pupils.

Pastoral Team – Weekly meeting

The Head, Deputy Head – Pastoral, and House Parents Head of Learning Support, Head of Wellbeing, Head of Blocks, Head of Groups and a member of the Matron’s team meet weekly to discuss pastoral matters. Notes of discussions on pupils are recorded in the Watch List and on I-SAMS, under the heading Pastoral Team. Note and minutes kept on the staff ‘T’ drive.

Watch List

The Watchlist was introduced in early 2019, and is updated every week, with additions made as concerns arise and minutes taken, this is distributed electronically to teachers. This is saved on the T drive and updated weekly.

Regular Reporting and Monitoring

Pupil Reviews (see Staff Handbook)

Pupil 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 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. Main points and actions are recorded on I-Sams.

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 a number of children who are on the agenda for a number of weeks while their progress is monitored. Feedback is also provided from the PT meeting and Watchlist which proceeds the staff meeting. Key points raised are recorded on I-Sams. Minutes of the staff meetings are kept by the School Office Manager and published on the intranet and.

Daybook (see Staff Handbook)

All staff may enter comments on an individual child in the Conduct record on I-Sams under a number of different headings. These comments are then picked up by the Tutor or Group Teacher and provide a record of and a pattern to a child’s welfare, behaviour and progress. All staff can access
Any allegations, investigations or incidents of bullying are recorded in I-Sams, according to the schools Anti Bullying policy.

Pastoral Day Book
All Teachers have an opportunity to enter any issues that are observed and perhaps occur during break times or over the lunch period. These entries go into a pastoral day book held at Reception. 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.

Boarding Pastoral Logbook
On the boarding wings the boarding staff make regular pastoral notes about the pupils. These are often observational comments and help to spot patterns of behaviour and assist handover times between staff. They may also include minor ‘boarding sanctions’ such as early to bed and the notes are reviewed at the team meeting on Thursday mornings. Where incidents are considered more significant, or information needs to be shared with other staff, the school I-Sams is used.

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, acting as loco parentis and providing a relaxed friendly and safe environment, separate from the normal school day. The Head, and Deputy Head Pastoral meets weekly with the boarding team at the Pastoral team meeting.

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’. The staff includes 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 in the staff handbook.

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
Jen Moore (Bedales) is the 3 Schools’ Designated Safeguarding Officer and the Deputy Head Pastoral is the Deputy DSL and will be the most likely point of contact for safeguarding at Dunhurst. Sharon Rose is the DSL at Dunannie. A file is kept 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 in accordance with the Three Schools Safeguarding and Child Protection policies. All DSL leads attend training annually.
Dunhurst Welfare Policy

Education

We aim to educate pupils to appreciate their welfare and those around them. This is achieved through a number of different areas of the curriculum including Wellbeing, Science, Humanities, and Global Awareness, assemblies and JAW.

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.

There is a Three Schools Safeguarding and 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 is available and 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. Dunhurst also has the support of the Health Centre at Bedales.

Health Centre

The Bedales Schools Health Centre and its Lead Nurse provide all medical protocol and policy for the Dunhurst Matrons to follow. In addition they are available to support staff and pupils with any medical needs.

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. An extensive induction programme for pupils takes place at the start of the Autumn Term each year and Boarding staff provide an induction programme for new boarders joining Dunhurst.
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 committed to regular contact with parents at all times, 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 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 (FoD's) 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 organises a coffee morning for the first day back at the beginning of term and after half term.

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 Anneli Bush, Head of Learning Support, and Bedales staff as necessary.

School Counsellor

Jenny Yeates is the school counselor. 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. Appointments can be made by referral from the Head or at parents’ request.

Peer Listeners

All Block 2 pupils 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 pupils to have access to an adult outside the structure of the school for pupils to contact. This person is Joanna Farrell.

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

**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