

# Liverpool College Preparatory School



Liverpool College

# **Pastoral Care Policy**

2009-2010

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**Mission Statement**

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

**Core Values**

**We recognise** that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess

**We believe** that the development of character, creativity intellect and spirituality, are the primary aims of education.

**We work** together to create a happy and caring school community which is engaged in our local community and the wider world

**We pursue** high standards in every area of school life

Introduction

At Liverpool College Preparatory School there is a positive approach to the care and well being of the children and we aim to enable pupils to feel happy, while achieving their full potential. There is care for the whole child, including mental, physical, emotional and spiritual needs. The welfare and well being of the children in our care is taken into account in all aspects of our planning and development.

'Under the Every Child Matters Framework Liverpool College strives to ensure that all children attending the school are (i) healthy; (ii) stay safe; (iii) enjoy and achieve; (iv) make a positive contribution; and (v) achieve economic well-being. This Policy is focussed on ensuring that children "stay safe" in accordance with obligations under the Every Children Matters Framework and sets out the procedures which Liverpool College Nursery and Pre Prep and Prep need to be aware of in order to safeguard and promote the welfare and well-being of all children.

Meeting the Early Years Foundation Stage Legal Requirements

Safeguarding and promoting children's welfare:

The provider must take necessary steps to safeguard and promote the welfare of children.

(For further details please refer to the 'Statutory Framework for the Early Years Foundation Stage' dfe 2007)

Teachers, non teaching staff and all adult helpers are expected to adopt our caring, positive approach and to follow the school discipline policy. Full supervision extends to after school activities, including clubs. At the end of the school day in the Prep School there is at least one teacher on duty by the main entrance and this provides an opportunity when parents are welcome to raise any matter of concern. For children who need to stay in school later

than the normal finishing time an after school club is available, whether it has been pre-booked or whether the need for it arises during the day.

In the Pre Prep School the Head of Pre Prep and all the class teachers are on duty and are available for informal consultation at the school doors as the children leave. An after school club is available for children who have been registered and, in exceptional circumstances, for use in emergency.

In the Nursery at the end of the school day, there is always a member of staff on duty at the door and teachers are always available to speak to parents on an informal or formal basis. Parents are welcome to speak to any member of staff and appointments are not usually needed.

At the start of the school day in the Prep School the doors are opened at 8.15am and there is a member of staff on duty at the entrance to welcome the children and to deal with any immediate problems. Both the Headmaster and Deputy Headmaster are usually available for consultation. The children go to their classrooms.

In the Pre Prep the Head is at the entrance to welcome the children and to deal with immediate problems. The class teachers are available in the classrooms for short informal consultations. The children are supervised until 8.40am when they go to their classrooms.

In the Nursery the door is opened at 8.15am and a member of staff is on duty to welcome both parents and children. All the members of the nursery staff are always available to speak to parents should the need arise. All the children are supervised by a teacher and a nursery nurse in one of the nursery rooms until 8.40am when the school day begins.

A breakfast club is available from 7.45am – 8.10am in the Prep School.

No children may stay in the classrooms at breaks without supervision, or enter the school building without the permission of a member of staff. Children do, however, have access to the Library on designated days. During breaks children have access to the toilet areas and in the Prep School may enter the building to change their shoes on the first bell to mark that break is ending.

No child is allowed on the adventure playground without supervision.

At breaks in the Pre Prep children are not permitted to stay in the classrooms without supervision or to enter the school building unless permission from a member of staff on duty has been obtained. Children have access to the toilet areas.

In the Nursery children are supervised throughout their break time by. (This includes morning and afternoon breaks and lunch time)

It is the expectation that all children in the Preparatory School will have lunch at school and a vegetarian option is available each day. In exceptional circumstances pupils are allowed to bring a packed lunch.

Inexpensive items for play are sometimes allowed but in the main toys are discouraged. Valuable items are only allowed if permission has been given beforehand. Items of value may be handed to the Head for safe keeping although ultimate responsibility for loss or damage must remain with the parents. In the Nursery children are discouraged from bringing toys

but occasionally they like to bring something in to show and that is placed on a shelf or in a cupboard for safety.

In the Prep School and Pre Prep children are allowed to bring water and fruit to school for morning break. Sweets are not allowed. There is access to drinking fountains at breaks.

In the Nursery children do not bring any food or drink to school as everything they need is provided for them. In both the Nursery and Pre Prep children have the option of morning milk.

When minor difficulties, worries or upsets involving a child arise within any part of the school environment they are dealt with by the member of staff on duty or the class teacher. The child or children involved in the incident are allowed to give their point of view.

If it is felt to be necessary a child's parents/guardians may be contacted about matters of concern. Often this will be at the end of the school day but may also be by telephone or letter. Copies of letters are given in the first instance to the Head of each section of the school. Copies of letters from parents raising matters of concern are forwarded to the Head.

Parents are always welcome at the school and contact with class teachers is encouraged. All parents/visitors are issued with a visitors badge if access to the school is necessary. The Deputy Headmaster and Head of Pre Prep & Nursery deal with matters of a serious nature, as appropriate. In very serious cases matters may be referred to the Principal.

Further help may be sought from external specialist agencies when the Headmaster and parents/guardians think that it is desirable. Staff may bring concerns about the children to the Headmaster, but do not refer children to outside agencies directly.

All the children are encouraged to talk openly to any member of staff if they have worries or problems, whether their problems are about work or whether they are personal. All staff encourage children to feel valued and to develop self esteem.

If a child should become ill or suffer an injury during the day the first aider in that area of the school will deal with the situation initially, further help may be requested from the First Aid Officer (Please refer to Prep School First Aid Procedures). If the matter cannot be dealt with at school parents will be contacted. In a real emergency an ambulance would be called and parents notified immediately.

All children can be provided with access to a telephone. Children have access to a pay phone in the Prep School throughout the day or may be given permission to use the school phone for essential phone calls.

In the Pre Prep any outside contact necessary during the day will be made by the Head of Pre Prep, the Secretary or a member of staff. In the Nursery, any contact which needs to be made with a child's family will be made by a member of staff.

School assemblies and the PSHE, Drama and RE programmes aim to re-enforce a wide range of pastoral care matters such as the importance of tolerance, care and consideration for one another. Development of individual enthusiasm is encouraged through the wide variety of extra curricular activities available in the Prep and Pre Prep.

In all parts of Liverpool College Preparatory School the aim is to encourage the pupils to give of their best and to develop self esteem. Part of this process is through the House

system. In the Prep School there are four houses, each led by a House Tutor. Sporting events, chess and academic successes lead to the awarding of house points and merit cards in recognition of achievement. This achievement is recognised in assembly each week. Various events are organised on a house basis during the school year and the range is sufficiently wide to provide all pupils with ample opportunity to feel that they can contribute. In the Pre Prep the house system is used for sporting events and achievement. Badges and certificates are used for further encouragement.

Certificates are also awarded in the Nursery for encouragement and achievement. The children are placed in a colour group which relates to the Houses in the Pre Prep. In the whole of the Preparatory School siblings join the same house.

In the Nursery children are organised into colour groups – red, green, blue and yellow – and are given the name of an animal. The groups relate to the Houses in the Pre Prep.

Charity fundraising and awareness of the needs of others are encouraged in all departments.

Horizons are broadened for the children by the range of educational visits and trips which are arranged during the school year.

#### **Parental Access to Policies**

This policy is available for parents to read on the College Website. Parents are also welcome to view the policy in school or we will send them, on request.

#### **After School Club**

The Breakfast Club and After School Clubs adhere to all Liverpool College policies and procedures and the EYFS Welfare requirements.

#### **Monitoring and Review**

The headmaster, deputy headmaster and Head of Pre Prep monitors the effectiveness of this policy on a regular basis. They also report to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records concerning incidents of behaviour, accidents etc.

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

SB /GK/GG  
September 2009