

## **St. Paul's College**

# Board Of Management Policy on *Pastoral Care*

Document Ownership: Board of Management  
Date of Board Approval: September 12<sup>th</sup>, 2012  
Next Scheduled Review:

The implementation of this policy is the responsibility of the Head of Pastoral Care with the support of the whole school community.

### **Mission Statement**

St Paul's College seeks to develop the whole person in an environment where all students develop their full potential.

### **Aims of the College**

- To develop the whole person
- To achieve academic excellence
- To develop a sense of responsibility to others
- To respect people's differences
- To promote a culture of team spirit and loyalty to the College community

### **Defining Pastoral Care**

In the context of the above Mission Statement and College Aims this policy defines Pastoral Care as the practice of looking after the personal and social wellbeing of the students in St Paul's College. The work of the Pastoral Care Team can include areas such as counselling, emotional support or behavioural management.

### **Relationship to school ethos/mission**

Through the implementation of this Policy we strive to enact the stated Mission, Vision, Aims and Ethos of St Paul's College. We value all in the school community and endeavour to develop each member of the College community.

## **Rationale for Policy**

Pastoral Care is an integral part of our mission in St Paul's College and as such it needs a formal structure to ensure its effectiveness in our school on a day to day basis and particularly in critical times. In St Paul's College we believe that Pastoral Care permeates all aspects of College life.

## **Goals of the Policy**

Each student

- Will feel valued and cared for
- Be developed to his full potential
- Have a sense of belonging to the College community
- Will develop a sense of personal and social responsibility

## **Roles and Responsibilities**

The Head of Pastoral Care is responsible for coordinating Pastoral Care in the College with the help and support of the Pastoral Team. The Pastoral Care Team is made up of the Principal, Deputy Principal, Year Heads, Tutors, Guidance Counsellor and Chaplain.

## **Implementation**

The BOM will ensure that the Vincentian ethos and values of the trustees of St Paul's College are reflected in the formulation and implementation of this policy.

Meetings will take place on a monthly basis in relation to referrals. These meetings will be attended by the Head of Pastoral Care and members of the team as appropriate. Their purpose will be to decide on suitable programmes/actions regarding students on the referral list. Students who are regularly absent or late will be monitored. Referral will be open. This means that any member of the school community can inform any member of the pastoral care team if they feel a student may need assistance. The Head of Pastoral Care may refer students for individual counselling or enlist the help of outside agencies. A list of external bodies that provide support services will be made available in the pastoral care office. In the case of critical incidents such as bereavement, violence, abuse, self harm, suicide, severe depression etc the procedures set out within the framework of the Critical Incident Policy as agreed by the BOM will be followed.

## **Approach**

The approach of the Head of Pastoral Care and the team in general will be both proactive and reactive. Positive behaviour and respect for the whole school community will be encouraged. The Head of Pastoral Care will follow agreed procedures at all times. The wellbeing and welfare of will always be a top priority

### **The Student Council**

The Head of Pastoral Care will work in close liaison with the Student Council. The Student Council is a representative body for all the students in St Paul's College. It provides students with the opportunity to become involved in the affairs of the school and to develop leadership and communication skills.

### **Parents Association**

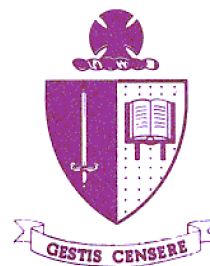
Through their involvement in the association parents show their commitment to student welfare and development. The Head of Pastoral Care will communicate with parents through regular contact with their representatives.

### **Review and Evaluation**

This policy as ratified by the BOM will be reviewed on an annual basis.

**Appendix 1: Referral Form**

Pastoral Care Team



**St. Paul's College**

*Student Referral Form*

Student Name : \_\_\_\_\_

Class : \_\_\_\_\_

Class Tutor : \_\_\_\_\_

Year Head : \_\_\_\_\_

Referred By : \_\_\_\_\_

Date of Referral : \_\_\_\_\_

Background Information:

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*Please forward this completed form to the Head of the  
Pastoral Care Team*