



St. Malachy's College

# Pastoral Care Policy

## Pastoral Care Policy

### Context

The Pastoral Care policy of St Malachy's College promotes an environment in which students, staff and parents are committed to the idea of excellence within a caring, supportive community. The ETI Inspection Report noted that **"the quality of pastoral care is outstanding"** and this was affirmed in the Sustaining Improvement Inspection in December 2016.

The ethos of St Malachy's college is encapsulated in its Mission Statement and Motto:

'St Malachy's College, as a Catholic School, is dedicated to provide academic excellence in the context of a Christian community ethos. It seeks to preserve its traditions of spirituality and learning, so that all pupils and staff can experience continuity in achievement and further their own spiritual, educational and personal growth in a pleasant, interesting and stimulating environment'

The College Motto "Gloria Ab Intus", Glory from Within, illustrates that the fundamental ethos of pastoral care within the College is that of formative and holistic education "Gloria Ab Intus", reminds us all of the importance of 'Glory from within' and we, through our work in pastoral care, endeavour to honour Bishop Crolley and the founders of the College. St Malachy's, as a Catholic school seeks through its pastoral care, to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be

For over 180 years, the College, as the oldest Catholic post primary school in Ulster, has formed thousands of good men including many great and influential leaders in a wide variety of disciplines. Our pastoral care is designed to prepare our young men to contribute to society with integrity.

A real strength of the pastoral care system that has been

recognised as excellent practice by ETI, is the fusion of the pastoral and the academic so that all our boys are supported in every aspect of College life. As such, pastoral care underpins all approaches, programmes and policies within the College, in order to meet the holistic needs of each individual, thus enabling them to achieve their true potential.

### Links to Other College Policies

The Pastoral Care Policy operates in conjunction with other relevant policies; Anti-Bullying; Child Protection; Drugs and Alcohol, Reasonable Force and Safe Handling; Positive Behaviour Policy, Critical Incident, Special Needs and Pupil Attendance and Punctuality.

## Pastoral Care Policy

### Roles and Responsibilities

#### ***The Board of Governors***

---

The Board of Governors has a statutory duty, under Article 176(1) of the Children (NI) Order 1995, to safeguard and promote the welfare of registered pupils at the school at all times when:

- on the premises of the school
- in the lawful control or charge of a member of the staff of the school

#### ***The Board of Governors has a statutory duty to:***

- safeguard and promote the welfare of registered pupils at the school at all times when the pupils are on school premises or in the lawful control or charge of a member school staff
- decide on the measures to be taken by all persons associated with the school to protect pupils from abuse, whether at school or elsewhere, and review them from time to time
- to have measures in place within their discipline policies to prevent bullying

*(‘Every School a Good School’The Governors’ Role)*

#### ***The Principal***

---

The Principal has a responsibility to ensure that structures are in place within the College to enable each pupil to avail of the pastoral provision to which they are entitled.

#### ***Pastoral Structure***

---

Each member of staff is committed to the welfare of the students and the ethos of the College. The Vice Principal for Pastoral Care has overall responsibility for leading the pastoral care structures and programmes

within the College. The College is divided into 3 sections; Junior, Middle and Senior. Each section has a Head of School and there is an Assistant Pastoral Leader. There is a Year Head for each Year Group and a Tutor for each form class group. When Year 8 pupils join the College community, they are cared for by a dedicated team of Form Tutors and a Head of Year who will support them during the transition period and liaise with parents to ensure that all the boys feel settled and happy in St Malachy's College. To promote transition following school closure due to Covid in 2020-21, there will be two Heads of Year 8 who will have responsibility for specific classes. There is a timetabled tutorial period during which the students follow a Personal Health and Social Education programme that is matched to the needs of each age group. External agencies also deliver a range of programmes on a wide variety of issues

**The taught pastoral provision is tailored effectively to the needs of the boys and is proactive in raising their awareness of the social and emotional challenges which they and others face (ETI)**

As part of our Positive Behaviour Focus, there is a reward system and achievements are celebrated through assemblies and the website and Prizegiving.

#### ***The Form Tutor***

---

The main pastoral support for each boy is provided by his Form Tutor. The Form Tutor meets the class at morning and afternoon registration and will mentor each student throughout the course of the year. The aim is that each Form Tutor should gain a detailed knowledge of the needs, emotional development, progress and academic achievement of each pupil in his/her Tutor Group. There is a dedicated tutorial period for Form Tutors to meet their form group and deliver a Pastoral Programme. In addition, time is allocated to allow Form Tutors to provide 1:1 mentoring and pastoral support.

## Pastoral Care Policy

### Roles and Responsibilities

#### **The Form Tutor** *(Continued)*

---

##### **The Form Tutor will:**

- emphasise the College rules. He/she will continually remind pupils of the daily routines
- complete the registration of pupils online in the morning and afternoon. He/she will monitor attendance and punctuality in accordance with the College policy
- monitor the SIMs data on pupils, which is regularly updated and will check merits and demerits and liaise with the HOY regarding rewards and Stepped Consequences
- be the first point of contact with parents and initially deal with worries and concerns a pupil or parent may have. He/she will liaise with the Head of Year, the Safeguarding Team and the SENCo to pass on issues as appropriate.
- deliver the tutorial programme and the preventative curriculum
- check continuous tracking and reports as directed by the Head of Year
- mentor each pupil and record this on SIMs

#### **The Head of Year**

---

The Heads of Year support the Form Tutors in their pastoral role, providing leadership, guidance and support. They work with Form Tutors and other staff to promote pupils' academic and personal development.

##### **The Head of Year will:**

- in liaison with the Head of School, design, review and update a Pastoral Programme which is specifically

tailored for the year group and which places an emphasis on the pastoral curriculum

- lead assemblies on a weekly basis and ensure that positive rewards and achievements are celebrated and promoted
- in conjunction with the HOS, lead and organise the Parental Information Evening for the year group
- liaise with external agencies, the Head of school and Pastoral VP to plan and deliver events related to the preventative curriculum
- deal with pastoral and discipline issues as outlined in the Positive Behaviour Policy and in accordance with the Stepped Consequences
- monitor attendance and punctuality in accordance with College policy
- monitor the SIMs data on pupils, which is regularly updated and will check merits and demerits and liaise with the HOS regarding rewards and Stepped Consequences
- check continuous tracking

#### **The Head of School will:**

---

- oversee the design, review and update a Pastoral Programme which is specifically tailored for the year group and which places an emphasis on the pastoral curriculum
- attend assemblies for his/her section on a weekly basis and ensure that positive rewards and achievements are celebrated and promoted
- in conjunction with the HOY, lead and organise the Parental Information Evening for the year group

## Pastoral Care Policy

### Roles and Responsibilities

#### **The Head of School will:** *(Continued)*

- liaise with external agencies, the Head of Year and Pastoral VP to plan and deliver events related to the preventative curriculum
- act as Deputy Designated Teacher
- deal with pastoral and discipline issues as outlined in the Behaviour Policy
- monitor attendance and punctuality in accordance with College policy
- monitor the SIMs data on pupils, which is regularly updated and will check merits and demerits and liaise with the HOY regarding rewards and Stepped Consequences
- check continuous tracking and reports and provide analyses of these and conduct follow up meetings as required

#### **The Assistant Pastoral Leader will:**

- provide pastoral support to the Pastoral VP for students across all key stages working with the HOS and HOY team.
- act as Learning Support Co-ordinator
- oversee the running of the Student Council
- oversee the rota for lunch and break supervision
- manage the Environmental Team
- deal with pastoral and discipline issues as outlined in the Positive Behaviour Policy
- act as Deputy Designated Teacher
- contribute to pastoral policy review and development

#### **The Vice Principal for Pastoral Care**

- oversee, manage and lead the work of the Heads of Year and Heads of School
- ensure that the design, review and update of all Pastoral Programmes are specifically tailored for the year group and places an emphasis on the pastoral curriculum
- liaise with external agencies, the Head of Year and the Head of School to ensure that each year group attends organised events related to the preventative curriculum
- deal with pastoral and discipline issues as outlined in the Positive Behaviour Policy
- monitor attendance and punctuality in accordance with the College policy and liaise with the EWO and EOTAS as required
- monitor the SIMs data on pupils, which is regularly updated and will check merits and demerits and liaise with the HOS regarding rewards and Stepped Consequences
- oversee the regular review and updating of all pastoral policies in accordance with any relevant DENI circulars
- act as Designated Teacher and lead safeguarding in the College in accordance with policy

#### **Students**

The students have a leading role in the College's pastoral system. The Senior Prefect Team mirrors the SLT structure of the College and senior boys also act as mentors to Junior Classes. The Senior Prefects are chosen by application and interview in Sixth Form. The

## Pastoral Care Policy

### Roles and Responsibilities

#### **Students** *(Continued)*

---

peer mentoring scheme provides opportunities for senior pupils to help younger students through specific subject support. There is an active and enthusiastic Student Council with two elected representatives from each year group. There is a dedicated team of Anti-Bullying Prefects who are trained by an external provider, The Learning Curve and a Resilience Team who are trained by Lighthouse and complete a Level 2 OCN in Peer Mentoring and a Level 2 OCN in Mental Health.

#### **Students will:**

- abide by the College rules, in accordance with the Positive Behaviour Policy, and adhere to the agreed daily routines
- attend school regularly and be punctual
- endeavour to have a positive merit record and be aware of and abide by Stepped Consequences
- treat all members of the College community with respect

#### **The Spiritual Director**

---

Fr M Spence, the Spiritual Director, celebrates a weekly Mass in the College Chapel throughout the school year. On the other days, spiritual direction is provided by Deacon Dowd through morning prayer.

#### **Counselling Services**

---

The College has access to counselling through Familyworks, funded by DENI and a counsellor is available one day a week. Through the Vice Principal, students are referred to other agencies for counselling as appropriate and family counselling support services can be availed of through a referral to the Family Hub.

#### **The Safeguarding Team**

---

The College has a designated child protection team. The Vice Principal is the Designated Teacher and the three Heads of School and Assistant Pastoral Leader are the Deputy Designated Teachers, along with a Head of Year for Key stage 4, the Drugs Prevention Officer and the Specialist SEN teacher for Key Stage 3. Training and guidance is provided for all staff annually and parents and pupils are informed through Parental Information Evenings and Student Assemblies.

#### **External Agencies**

---

The College has a Service Level Agreement with the EWS [Educational Welfare Service] and the Vice Principal meets termly with the designated EWO [Educational Welfare Officer]. Staff from the Safeguarding Team attend all LAC (Looked After Children) conferences and all Social Services Case Conferences and Family Meetings. The College maintains strong links with agencies to provide preventative curriculum.

#### **Parents**

---

The College works in partnership with parents and carers to support our students pastorally and academically. Parents are able to contact all teachers via email and as well as formal Parent Teacher meetings, there is a Parental Information Session at the start of the academic year for each year group and regular meetings with parents for pastoral reasons throughout the year. The College ethos is strengthened by the links with our Parent Group, Friends of St Malachy's

## Pastoral Care Policy

### *Roles and Responsibilities*

#### **Review**

---

This policy will be reviewed biennially by the Vice Principal for Pastoral Care, in consultation with students, parents, staff and governors and amended as appropriate in accordance with any relevant DENI circulars