

KAIKORAI VALLEY COLLEGE



Pastoral Procedure (to be read in conjunction with Safe School procedure)

Rationale:

Kaikorai Valley College aims to provide a supportive climate where young people who are experiencing changes in their intellectual, social and emotional development can learn about themselves.

Purpose:

1. To ensure that all students have the opportunity to reach their potential in intellectual, social and emotional development.
2. To increase the knowledge individuals have of their own development and the choices available to them.
3. To develop skills in decision making in relating to others, coping with feelings and changes and life planning.
4. To involve parents in and inform them about their children's learning and "wellbeing".
5. To empower students to take an active role in school and everyday life.
6. To provide opportunities for individual counselling in a secure environment for students experiencing personal difficulties. Confidentiality and the limits of this in relation to risk is shared with students.
7. To communicate with staff and whānau on the needs of students as appropriate, providing support and guidance.

Guidelines:

1. Referrals come from school staff or outside agencies.
2. Whanau teachers provide the primary pastoral care for students.
3. Deans are responsible for following up concerns expressed by teachers, students or parents/caregivers about particular school issues faced by the student. These concerns should be documented on EDGE. (with appropriate consideration being given around sensitive issues and confidentiality, these concerns may be shared directly with the Guidance Counsellor and/or SMT, rather than being entered on Edge).
4. The Guidance Counsellor is part of a wider team which includes the following groups:
Pastoral Committee - Principal, Deputy/Assistant Principals, Deans, Head of Learning Support and SCT, Careers Team - Transition, the Careers Advisors and STAR coordinator.
Special Needs Committee - Principal, Board of Trustees Representative, Head of Special Needs, Executive Officer, Director of Dunedin Secondary Schools' Partnership
In conjunction with the Health department, facilitate special programmes within the school e.g. those dealing with assertiveness, self-defence, anger management, study skills, time management, and relationship education
5. As appropriate, community and specialist service agencies will be called upon to supplement the school guidance services. These could include child and adolescent mental health agencies, medical staff, Special Education, psychologists, the Careers Service and Oranga Tamariki.

Conclusion:

A comprehensive and equitable pastoral service must be readily available to cater for students' ever changing needs.

WHEN STAFF ARE APPROACHED BY STUDENTS FOR ADVICE

Staff will be approached by students regarding sensitive issues. These could include inappropriate behaviour, physical or sexual abuse or medical conditions. Although we have people in the school who usually deal with these matters it is often the staff member who the student knows best, and has confidence in, who is approached. In these circumstances, staff follow the appropriate KVC procedures (Suicide and Safe Harm, and Reporting of Child Abuse).

Various Pastoral Roles:

Teachers/Deans: Behavioural/pastoral issues

Deputy/Assistant Principals: Behavioural/pastoral issues

Principal: Policy and Procedures

Guidance Counsellor: Well being, safety and mental health concerns

Public Health Nurse: Health concerns. Mental health concerns in collaboration with the Guidance Counsellor.

Careers Advisor: Career/vocational training and advice.

Other: Refer to important contacts list in Staff handbook

If you are dealing with a difficult issue:

1. Respect student confidentiality and the limits of this.
2. Listen carefully
3. Seek advice from the Deans, SCT, Guidance Counsellor, Assistant/Deputy Principal or Principal.
4. See also 'Child abuse' Suicide and Safe Harm, and Reporting of Child Abuse KVC procedures.

OBJECTIVES

The school, through its Pastoral Personnel, will aim to:

1. To help students have satisfying relationships with others.
2. To help students adopt study/learning skills so that they can achieve at a satisfying level academically.
3. To help students prepare for the future.
4. To involve parents in and inform them about their children's learning and wellbeing.
5. To provide students with information of relevance to their development now and in the future.
6. To develop links with contributing schools and other outside agencies
7. To complement regular teaching programmes to achieve the aims of the school.
8. To empower students to take an active role in school and everyday life.

GUIDELINES

1. A relevant range of individual and group counselling services are offered.
2. A variety of screening devices are used to ascertain pastoral needs.
3. The relevance and effectiveness of services are reviewed regularly.
4. Information services are provided as necessary.
5. Students, parents, staff and others are encouraged to make use of counselling, training, information, and other services provided.
6. A variety of special programmes are run to achieve guidance objectives.
7. Contacts are established and maintained between school and other agencies.
8. Trust funds and other financial sources of help for students are sought out and used. - I have never done this and don't know anything about it - I think maybe Jan does this?
9. The Learning Support Department is used to monitor the special needs of students.
10. The Pastoral Network meets regularly to plan work with students and families.

Date of Confirmation by the Board of Trustees	09 September 2009
Reviewed	07 December 2011
Reviewed	25 May 2016
Reviewed	19 March 2021
Reviewed	15-06-2022