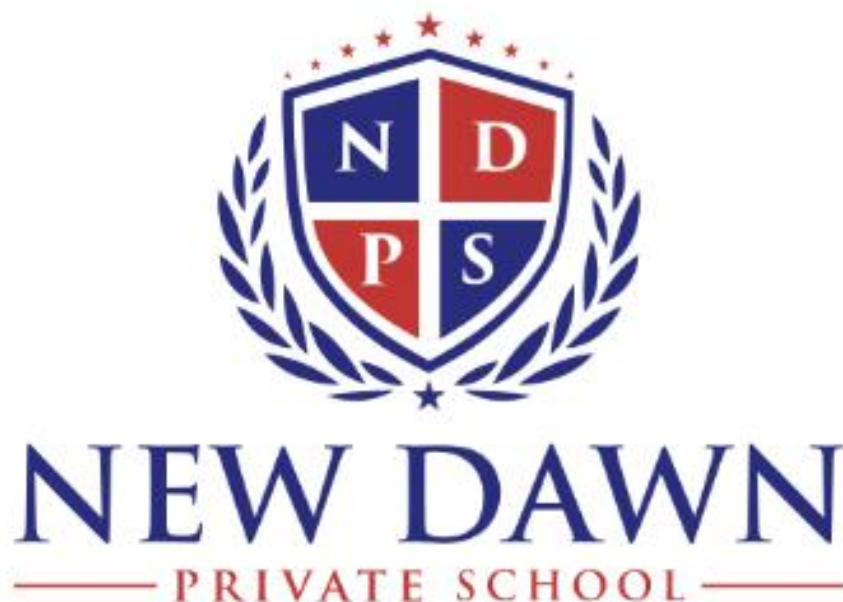


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|  | Pastoral and Student Welfare Policy |              |             |

**Integrated Management System (IMS)**  
**Pastoral and Student Welfare Policy**



This Document has been reviewed and approved by:

| Name | Position | Department |
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**This document has been approved by the School Management System**

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## **1. Purpose of the Policy**

The purpose of this policy is to outline how New Dawn Private School (NDPS) provides structured, consistent, and effective pastoral care to support the emotional, social, behavioural, and mental wellbeing of all students and staff.

## **2. NDPS Pastoral Care & Wellbeing Statement**

At New Dawn Private School, we believe that wellbeing underpins learning.

We are committed to creating a safe, respectful, inclusive, and nurturing environment where every child and adult feels valued, supported, and listened to.

Pastoral care at NDPS is a shared responsibility, delivered through clear systems, professional roles, and safeguarding-led practice.

## **3. Scope of the Policy**

**This policy applies to:**

- All students from EYFS to Secondary
- All teaching and support staff
- Parents and carers (where appropriate)
- External professionals engaged by NDPS

## **4. Principles of Pastoral Care at NDPS**

**Pastoral provision at NDPS is:**

- Student-centred and inclusive
- Preventative and proactive
- Safeguarding-led
- Confidential and professional
- Collaborative and evidence-based
- Aligned with KHDA well-being expectations

## 5. NDPS Pastoral Team Structure

The NDPS Pastoral Team includes:

| Level                  | Role                               | Primary Function                                 |
|------------------------|------------------------------------|--------------------------------------------------|
| Strategic Leadership   | Head of Pastoral                   | Overall oversight of pastoral care and wellbeing |
| Operational Leadership | Pastoral Lead / Wellbeing Lead     | Day-to-day coordination of pastoral systems      |
| Safeguarding           | Designated Safeguarding Lead (DSL) | Child protection and safeguarding oversight      |
| Specialist Support     | School Counsellor                  | Emotional and mental health support              |
| Specialist Support     | SENCo / Inclusion Lead             | Inclusion, behavioural and emotional needs       |
| Frontline Support      | Class Teachers                     | Daily monitoring and early identification        |
| Health Support         | School Nurse (where applicable)    | Physical health and wellbeing support            |

## 6. Roles & Responsibilities

### 6.1 Governing Body & Senior Leadership Team

- Ensure a whole-school commitment to wellbeing and pastoral care
- Approve and review the Pastoral Care Policy
- Allocate appropriate staffing and resources
- Monitor the effectiveness of pastoral provision
- Ensure compliance with KHDA and safeguarding requirements

### 6.2 Head of Pastoral

- Set the strategic direction for pastoral care and wellbeing
- Ensure pastoral systems are consistent and effective across the school
- Oversee the work of the Pastoral Lead / Wellbeing Lead
- Monitor whole-school trends in wellbeing, behaviour, and attendance
- Support complex pastoral cases when required
- Ensure compliance with KHDA and safeguarding requirements
- Report on pastoral provision to Senior Leadership

### 6.2 Pastoral Lead/ Wellbeing Lead

- Lead and coordinate pastoral systems across NDPS
- Act as the first point of escalation for concerns

- Oversee referrals, action plans, and case reviews
- Chair pastoral meetings
- Liaise with SLT, SENCo, Counsellor, and DSL
- Monitor attendance, behaviour, and well-being trends
- Ensure accurate and secure documentation

### **6.3 School Counsellor**

- Provide individual and group counselling sessions
- Conduct emotional wellbeing assessments
- Support students experiencing anxiety, trauma, or distress
- Offer professional guidance to staff
- Maintain confidential counselling records
- Refer to external specialists where required (with consent)

*The counsellor does not replace safeguarding procedures.*

### **6.4 Designated Safeguarding Lead (DSL)**

- Assess concerns for safeguarding risk
- Take immediate action on child protection matters
- Liaise with external safeguarding agencies
- Maintain statutory safeguarding records
- Advise staff on safeguarding thresholds

### **6.5 SENCo / Inclusion Lead**

- Identify links between wellbeing and learning
- Support emotional and behavioural interventions
- Coordinate inclusive strategies and reasonable adjustments
- Liaise with parents and external professionals

### **6.7 Class Teachers**

- Build positive and trusting relationships
- Observe and identify early concerns
- Implement classroom-based support strategies
- Complete pastoral referrals when required
- Communicate professionally with parents
- Work collaboratively with the Pastoral Team

### **6.8 Support Staff**

- Observe and report concerns promptly
- Support agreed strategies consistently
- Maintain confidentiality at all times

## 6.9 Students

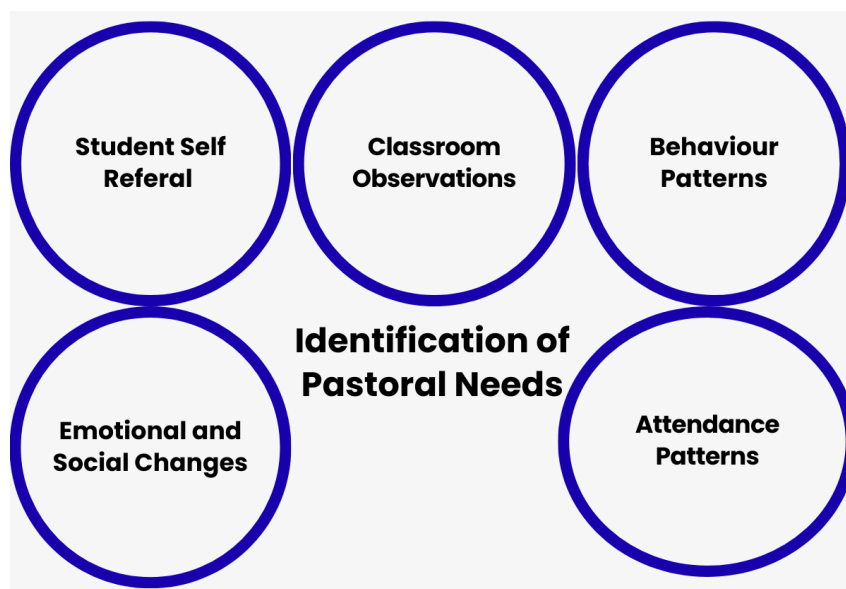
- Seek support from trusted adults
- Engage positively with pastoral support
- Respect school expectations and processes

## 6.10 Parents & Carers

- Share relevant information affecting wellbeing
- Engage with NDPS support processes
- Support agreed strategies at home

## 7. Identification of Pastoral Needs

Pastoral concerns may arise through:



## 8. Referral Pathways & Escalation Procedures

1. Concerns identified
2. Initial classroom strategies implemented
3. NDPS Pastoral Referral Form completed
4. Pastoral Team review
5. Support plan initiated
6. Counsellor / SENCo involvement (if required)
7. DSL escalation (if safeguarding risk identified)
8. Ongoing monitoring and review

## **9. Pastoral Support for Students**

**Support may include:**

- Regular check-ins
- Behaviour support plans
- Emotional regulation strategies
- Small group interventions
- Individual counselling
- External referrals (with consent)

## **10. Pastoral Support for Staff**

**NDPS supports staff wellbeing through:**

- Confidential pastoral referrals
- Access to professional support
- Leadership check-ins
- Temporary adjustments where appropriate
- Signposting to external services

## **11. Role of the School Counsellor within NDPS**

The School Counsellor works collaboratively with pastoral and safeguarding teams, providing therapeutic input while maintaining professional boundaries and confidentiality.

## **12. Safeguarding & Child Protection**

- All concerns are screened for safeguarding risk
- Disclosures are escalated immediately to the DSL
- Safeguarding procedures override confidentiality

## **13. Record Keeping, Confidentiality & Data Protection**

- Records are stored securely
- Access is limited to authorised staff
- Information is shared on a need-to-know basis
- Safeguarding records are maintained separately

## **14. Monitoring, Review & Accountability**

- Regular pastoral meetings
- Case reviews and progress tracking
- Evaluation of intervention impact
- Reporting to Senior Leadership

## **15. Communication with Parents & External Agencies**

- Clear, professional, and timely communication
- Consent obtained where required
- Confidentiality maintained at all times

## **16. Staff Training & Pastoral Awareness**

- Annual pastoral and safeguarding training
- Clear guidance on referral systems
- Ongoing well-being awareness sessions

## **17. Policy Review**

This policy will be reviewed annually or earlier if required by KHDA or school need.

## **18. Appendices – NDPS Pastoral Forms & Templates**

- Appendix A: NDPS Pastoral Concern Referral Form
- Appendix B: NDPS Pastoral Action Plan
- Appendix C: Counsellor Session Record
- Appendix D: Staff Wellbeing Support Request Form
- Appendix E: Pastoral Monitoring & Review Log

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