

## Pastoral Care Policy

At Basil Paterson Edinburgh we have a responsibility for the care, welfare, safety and learning environment of our students and we promote a student-centred, holistic approach. Our ethos of providing an atmosphere of care and respect forms the basis for this policy.

### Definition

The College team, comprising of Management, teachers and non-teaching staff, ensures students are happy and secure in their classroom, in the College and during social programme activities. We have a commitment to advise our students and equip them with the language skills needed to communicate in the wider English speaking environment. Teachers and non-teaching staff are encouraged to approach the care of students in a positive way.

### Aims

Through our pastoral care policy we aim

1. To maintain the highest standards of teaching and learning.
2. To create and maintain an atmosphere where students feel they are well known, safe, valued, respected and happy.
3. To respond in a sympathetic way to the concerns, fears and worries of our students
4. To build an atmosphere of trust

### Specific Issues

#### 1. Ethos

The ethos of the college is achieved by the Principal, teachers and staff promoting and facilitating an atmosphere of care and respect within the formal and informal life of the college.

## 2. Relationships

A good relationship between students and staff is paramount to generating a positive climate within the College where every individual feels cared for and valued. Good relationships will be nurtured between:

- Staff and students
- Students and their peers
- Members of staff
- Management and staff

## 3. Self Esteem

We believe that self-esteem and respect are central to the development of the student and promotes learning.

## 4. Personal Safety

The Welfare Board in the Student Common Room will display relevant information on personal safety issues and students will be informed at the Welcome Meeting. Students and staff will be aware of the identity of the Welfare Officer who is responsible for helping students when problems arise. All staff will be aware of the identity of the First Aiders in the College and what the procedures are for dealing with students who need first aid. Students will be able to speak to their class teacher if they need help or are concerned and the teacher will alert the appropriate member of staff.

## Implementation

The Principal of the College has overall responsibility for the implementation of the monitoring of the safety of each student studying in the College. The Principal will ensure that the Pastoral Care Policy is monitored and implemented. He/she will work with staff to ensure they are kept up to date and trained. He/she will make sure that non-teaching staff are familiar with the Pastoral Care Policy and give assistance when required.

## 1. Monitoring and Evaluation

Students, teaching and non-teaching staff can contact the Principal, Academic Manager or the Accommodation and Welfare Officer if they have any worries or concerns. Any information disclosed will be treated as confidential. The Pastoral Care Policy will be reviewed on a regular basis. The opinions of students will be valued and where appropriate, action will be taken.

## 2. Training

As appropriate, training of both teaching and non-teaching staff will be given.

## Conclusion

The College's system of pastoral care will be effective when the policy is fully implemented and reflected in the quality of provision within the College and in the effectiveness of the support arrangements for students.

**Reviewed May 2018 by Sophie Revesz**  
**To be reviewed May 2019**