BALLARD

BESPOKE EDUCATION

PASTORAL CARE POLICY	
Reviewed by:	**Chris Jackson – Deputy Head Pastoral**
Review Date:	**September 2026**
Next Review due:	**September 2027**

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Pastoral Care Policy

INTRODUCTION

Positive, professional and appropriate pastoral care at Ballard is extremely important to our ethos, aims and objectives. We work hard at maintaining our caring, family, atmosphere. There is a strong, mostly informal, pastoral care ethos amongst the staff, but the structure here relates to pupils.

OVERALL PATTERN

There are several layers to our pastoral care, and this is impressed on any adult involved at Ballard including catering staff, bus drivers, the maintenance team, support staff, administrators and teachers. Before an adult is appointed to any position at the School, including volunteer posts, a Child Protection interview is conducted (usually by the Headmaster) at which the pastoral care structure is explained.

The **adult layers** involve the following in ascending order of reference:

- Non-teaching staff
- Subject teachers
- Form Tutors
- Subject co-ordinators / supervisors / Heads of Department
- Pastoral Team
- Deputy Heads / Heads of Section
- Headmaster

(The School Nurses, our Pastoral Support Assistants/ELSAs (Emotional & Literacy Support Assistants) and also the School Counsellor might be involved at any level in this structure.)

The **pupil layers** involve the following in ascending order of reference, although in most instances a pupil will refer directly to the relevant staff member, rather than referring to another pupil:

- Year 8 Prefects
- Year 11 Ambassadors and Prefects

(There is an attitude of caring at Ballard and so any pupil may in fact refer on a concern about a peer or younger pupil to a relevant staff member.)

STAFFING STRUCTURE AND RESPONSIBILITIES

Inevitably in a school of our size and shape there will be necessary overlap in the care of our pupils, not least where there are siblings in different parts of the School. Pastoral care is a weekly discussion and sharing item on the LT agenda and there is a weekly meeting of the Pastoral Team (see on). Concerns regarding individual pupils will be raised via MyConcern and via the weekly staff briefings held in the Pre-Prep, the Lower Prep, the Upper Prep and the Senior School.

In most instances the following should be understood regarding the structure of pastoral care:

- **Headteacher**:
  They have overall responsibility for the pastoral care of the School. They would not normally be involved in the day-to-day care of individuals but will be kept informed of significant cases or concerns.

- **Designated Safeguarding Lead (DSL):**
  This is Chris Jackson (Deputy Head Pastoral) and he deals with Child Protection and Safeguarding matters across all areas of the School. He will work closely with Deputy DSLs when there is a significant concern and with Social Services and other outside agencies as required. He will meet daily with the School Nurse and DDSL, Mrs Jacqui Besley and Mrs Zoe Thesiger-Pratt, to triage any concerns received via MyConcern and agree appropriate follow up. There is a wider safeguarding team where all members are trained using the initial DSL training and they are listed below;

- **Pastoral Care Team**:
  - Mr Chris Jackson — Deputy Head Pastoral and DSL
  - Mrs Gemma Macdonald — Head of DEL
  - Mrs Jane Hunt — Head of Pre-Prep
  - Mr Paul Farley — Head of Lower Prep
  - Mr Dave Steadman — Head of Upper Prep
  - Mrs Angela Guillen — Head of Senior School
  - Mrs Jacqui Besley — School Nurse and DDSL
  - Mrs Amanda Kyriakou — School Nurse
  - Mrs Kim Tuddenham — Pastoral and Inclusion Support Lead
  - Mrs Sue Cowell — Pastoral Support Assistant and ELSA
  - Mrs Michelle Korrie — Pastoral Support Assistant and ELSA
  - Mr Dan Winch — Deputy Head of Lower Prep
  - Miss Pixie Skelton — Deputy Head of Upper Prep
  - Mr Aaron Marker — Deputy Head of Senior School

It would be normal for pastoral care issues to be raised for advice, support and information at the weekly Pastoral Team meetings, and on these occasions, for necessary names and information to be shared across the different ages and stages of the School. Things are shared in strict confidence and by sharing in this way, it helps to ensure that observations across the School are not missed. It may then be necessary for one member of the Pastoral Team, in line with the areas of responsibility listed above, to focus on a particular individual and to update the Team as necessary. There is a vulnerable pupils' register to assist with co-ordinating this. Some issues can be emotionally draining, and so it is vital that members of the Pastoral Team share a responsibility for each other, to ensure no-one gets over-involved and exhausted.

Weekly staff briefings:
There is a fixed agenda item in each meeting for mentioning in a general sense any pastoral concerns to a wider group of staff. Care must be taken over the information imparted.

ELSA:
We have trained Emotional and Literacy Support Assistants in School. Pupils are referred to them with parental approval.

School Counsellor:
Mrs Sue Evans comes into school once a week (Tuesdays). Appointments are made confidentially by pupils via Mr Jackson and Mrs Besley.

Chris Jackson
Deputy Head Pastoral
September 2026

Policy Log:
August 2021 updated (Andy Marshall)
August 2022 updated (Andy Marshall)
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