



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: SCHOOL PASTORAL CARE WORKER

RATIONALE:

School Pastoral Care Workers (SPCW) are responsible for supporting the spiritual, social, and emotional wellbeing of their students. In particular, the Pastoral Care worker plays a key role in supporting the wellbeing of students, regardless of faith or beliefs. School Pastoral care workers must be able to provide support for a range of day to day matters affecting the school community and communicate effectively with a diverse group of people. They can become involved in a wide variety of issues including health, social and values education and emotional support.

AIM:

- For all relevant people to be informed before individual sessions with the SPCW begins
- For appropriate feedback processes to be in place to ensure maximum support for those being supported
- To ensure appropriate confidentiality are maintained whilst also abiding by Mandatory Reporting requirements

IMPLEMENTATION:

A. Classroom Teacher Recommending a Child for Individual sessions with the Pastoral Worker:

- The teacher completes a 'Student Wellbeing Referral' form (Attachment 1) after following steps in Appendix 3.
- A Student Wellbeing Team (SWT) (comprising Principal or Deputy Principal, Student Wellbeing Leader, Student Outcomes Leader, SPCW and Classroom Teacher) meet to discuss the referral form. Only relevant members of this team will meet depending on the child and their needs.

- If the SWT decides that individual sessions with the SPCW are inappropriate, the SWT will recommend further strategies or alternative support.
- If SWT decides that individual sessions with the SPCW are appropriate, the classroom teacher will meet with parents to discuss the concerns and request that the parent completes a 'Student Wellbeing Referral Parent Permission form' (Attachment 2)
- If necessary the SWT meet again to discuss any further issues raised by the Parent Permission form
- Classroom teacher will introduce the child to SPCW and individual sessions will begin
- After six individual sessions with the SPCW, or six weeks the SWT will meet to review progress through a Program Support Group (PSG) meeting. At this stage individual sessions with the SPCW may cease and a referral to an outside agency may be considered if necessary.

B. Parents Requesting Individual sessions with the Pastoral Worker for a Child:

- All parent enquiries are to be directed through the classroom teacher
- Classroom teacher and parent(s) will submit a joint 'Student Referral Form' (Attachment 1) to SWT. Parents also complete 'Student Wellbeing Referral Parent Permission Form'
- The procedure as in Section A of this policy will then be followed. If SWT decide that individual sessions with the SPCW is inappropriate, a PSG will be formed to inform the parent(s) and to decide alternative strategies

C. Child Requesting individual sessions with the Pastoral Worker Individual sessions with the SPCW:

- SPCW may see a student 'one off' in quick response to an incident or concern.
The SPCW will inform the classroom teacher of the matter. If further individual sessions with the SPCW are sought, the SPCW and classroom teacher will submit a joint referral to the SWT. The procedure in Section A of this policy will then be followed

D. Role of SPCW:

- The SPCW will maintain notes of all individual sessions with the Pastoral Worker in a confidential file to be kept at the school. These files remain the property of the school
- SPCW may see a parent “one off” or for occasional informal support, referring the parents to an outside agency if appropriate
- The SPCW will meet each term with the Principal or Deputy Principal and provide a brief written summary of the individual sessions with the Pastoral Worker for the past term. Summary to include names of those counselled, general issues discussed, progress to date, future directions
- The SPCW will engage an outside supervisor for support when necessary.
- It is to be noted that the SPCW is not a qualified psychologist, but may have some basic counselling skills depending on the person employed in the role at the time. The skills and qualifications of the person in the role needs to be communicated to parents before they engage with the service so that they can make an informed decision about the suitability of the service for their child.

E. Parent Permission:

- In the case of divorced parents, the Principal will refer to any Court Orders for judgement relating to the requirement to seek permission from both parents. In the absence of any Orders, permission from one parent seeking individual sessions with the Pastoral Worker for the child will be sufficient

EVALUATION:

The School Pastoral Care Worker Policy will be reviewed every four years or when necessary.

This policy will be reviewed in 2017
The next review will be in 2021

STUDENT WELLBEING REFERRAL FORM

Name: _____ Year _____ Class _____

Referral made by: _____ Date of Referral _____

: _____ (if joint referral)

New Referral Re- Referral/new issue Review

PLEASE TICK RELEVANT CONCERNS/ISSUES:

LEARNING DIFFICULTIES		SOCIAL/EMOTIONAL		BEHAVIOURAL	
<input type="checkbox"/>	Oral Language	<input type="checkbox"/>	Self Esteem	<input type="checkbox"/>	Restless
<input type="checkbox"/>	Literacy	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>	Inattentive
<input type="checkbox"/>	Numeracy	<input type="checkbox"/>	Frustration	<input type="checkbox"/>	Distracts others
<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>	Social Skills	<input type="checkbox"/>	Needs direction
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>	Poor organisation
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Lacks motivation
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify)

USE DOT POINTS TO DISCUSS THE FOLLOWING:

Describe your concerns:

-

Other (please specify

Strategies implemented to address concerns:

•

Have parents been consulted over issues/concerns?

Yes No PSG

Teacher Signature: _____ Date: _____

Parent(s) Signature: _____
_____ (if joint referral) Date: _____

or School Pastoral Worker : _____ Date: _____

STUDENT WELLBEING REFERRAL PARENT PERMISSION FORM

Student Name: _____ **Year:** _____
D.O.B. _____

Class: _____

Referral made by: _____ **Date of Referral** _____

I have spoken with my child’s teacher about the following concerns/issues and support the referral of my child to the School Pastoral Worker

LEARNING DIFFICULTIES		SOCIAL/EMOTIONAL		BEHAVIOURAL	
	Oral Language		Self Esteem		Restless
	Literacy		Anxiety		Inattentive
	Numeracy		Frustration		Distracts others
	Other (please specify)		Social Skills		Needs direction
			Other (please specify)		Poor organisation
					Lacks motivation
					Other (please specify)

Please record or attach any relevant information (history, family profile, assessments, reports) i.e. history regarding general health, mental health, previous assessments conducted by paediatricians, psychologists, speech pathologists, occupational therapists and any other related assessment) that may support this referral.

Please note:

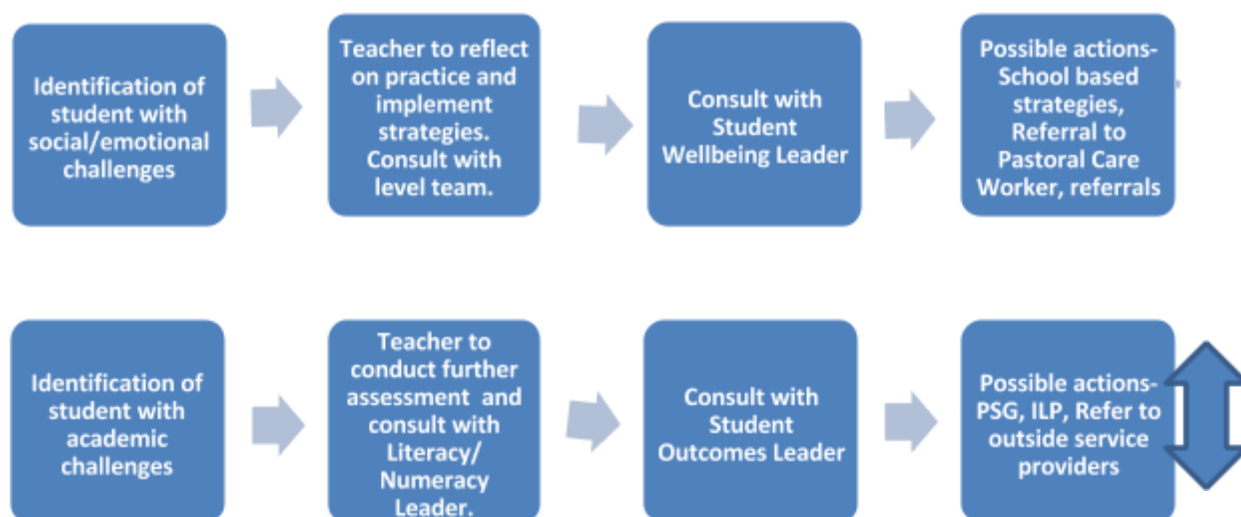
1. Your child will be seen by the School Pastoral Worker (SPW) for approximately six sessions. These sessions will usually be during class time. After these sessions you will be invited to a Program Support Group meeting to review your child’s progress and to discuss any further strategies to support your child. This PSG will be attended by the SPW, the Student Services Leader, the Principal, (or delegate) and yourself.
2. The SPW will work with your child to offer extra support. The SPW will explain to your child that she/he is there to look after your child’s best interests and that sometimes she/he will need to let parents and teachers know some of the things discussed to help support your child.

Parent(s)Name: _____ **Date:** _____

Parent(s) Signatures: _____

Student Wellbeing Core Team (SWCT) aim to meet each term to discuss student support, interventions and outcomes

Core Team comprises of the Principal, Deputy Principal, Student Wellbeing Leader, Student Services Leader, Pastoral Care Worker (Role Descriptions Staff Handbook)



Principal and Deputy Principal- are informed by SWCT of all students who are identified as requiring additional support and intervention programs throughout the school