

## **STUDENT WELFARE AT CCSS**

Our College Values state that we are committed to safeguarding and promoting the welfare of students, and to a policy of non-discrimination and freedom from prejudice with regard to sex, age, marital status, ethnicity, mother tongue, religion, disability (including those with statements and other educational needs) and race. We encourage all to respect and value the beliefs and high achievements of others.

### **Introduction**

CCSS has a responsibility to provide a safe and positive environment in which students can develop as individuals. It is the College's aim to respond appropriately to all students, treating each in as reasonable a manner as possible and respecting the individual's right to privacy, all staff should be confident of their right to intervene on matters that have impact on:

Student health and welfare

The safety of the individual

Achievement

The safeguarding of others' academic and domestic welfare

The maintenance of a smooth running domestic environment

Morale and the reputation of the college as a whole

During the time that they spend with us we aim to support our students effectively in learning to cope with issues such as handling their own budgets, dealing with social pressures, building confidence, etc.

Effective management of student welfare is achieved by general co-operation between teachers, tutors, house managers, the College nurse, parents and students. All staff play a vital part in student welfare via the day-to-day interaction with students, and as a key source of feedback into the tutor/welfare system. Close monitoring of academic progress is an indicator of whether all is well with other aspects of a student's life, but also the daily interaction in class and during tutorials offers many opportunities for education in its widest sense.

### **Communications**

The key to student welfare at CCSS is communication. If a member of staff learns something which they feel is important to the student's general welfare or for the welfare of others, it is important that they inform the Tutor. House Managers may initially wish to refer to the Director of Boarding. This may be a minor concern right through to suspicion or knowledge that the student is being bullied, getting into personal difficulties or dangerous areas (for example substance abuse). All staff need to be aware of their legal obligation to pass on any suspicion regarding child safety to the designated person.

### **Confidentiality**

In many cases staff will need to exercise their own judgement as to how far they can respect confidentiality, but the best interests of the student must be paramount. The following guidelines may be useful:

Staff should be careful not to lead a student to assume that all confidences can be respected. If a staff member feels he or she will have to pass on information received, the student should be warned of this, preferably before he or she has offered details in the mistaken assumption that they will be in confidence.

There are Data Protection issues that affect confidentiality of written records.

Advice can be sought from Centre 33 or appointments can be made with Cambridge Consultancy in Counselling through the Deputy Principal. Students can also contact Margaret Goddin who is the College's Independent Listener (tel. 01223 260061 ).

The Children's Act obliges action to be taken if child abuse is known or suspected.

### **Who to go to**

The following are some of the people who can be approached concerning welfare issues:

The Principal  
The Deputy Principal  
Pastoral Tutors  
Director of Boarding  
College Nurse  
Child Safeguarding Officer  
Independent Listener

Specific College policies and guidelines should be referred to;  
Discipline, Medical procedures, Safeguarding, SEND, Health and Safety, Confidentiality.

Concerns can be recorded in the following ways

1. The Principal (complaints, major sanctions and exclusions)
2. The Deputy Principal (tutor meeting minutes and welfare meeting notes)
3. The College Nurse (medical records)
4. The SEND Department ( copies of educational reports and IEPs)
5. Director of Boarding and Health and Safety Officer (minutes of HM Meetings, boarding sanctions, Health and Safety documentation)
6. **A CCSS Student Support Plan** - these plans are overseen by the Deputy Principal and are used for students who are deemed to be in need of more specific support.