



Policy Document Title:	Pastoral Care Routine
To be read in conjunction with:	Pastoral Care Policy Pastoral Care Statement of Purpose Medicine Policy Health and Safety Policy Duty Head Policy
Reviewed:	09/19
To be reviewed:	09/20

**This policy is available on the school intranet and website www.stvin.com*

Early Morning Duties

The early morning duties are an essential component of the 24 hour provision at St. Vincent's. Staff meet, with the Waking Night Officer (WNO), as necessary, to discuss, pass on and record, in the residential log/handover book, relevant information from the previous evening. Keys are handed over to the Site Manager or Senior Care Staff by the WNO. Pupils are then woken.

Pupils are encouraged to use a personal alarm clock to independently wake; other pupils are awakened by a Care Worker (CW). During this period pupils will be encouraged or supported to wash/shower/bath/teeth clean, as appropriate.

Pupils are supported and encouraged to be independent in choice and preparation of their breakfast, taken in the dining areas of each unit.

Medication is administered and recorded, as outlined in Medicine Policy. Handovers take place between the Health Care Coordinator (HCC) and Care Staff on duty, every morning and at the end of the school day.

After breakfast pupils prepare for the school day and have time to socialise. Staff ensures that pupils have what they need for the school day (PE/Swimming kits, homework and outdoor clothing).

Protocol for day pupils

- Pupils are received into school from 8.40
- Pupils are signed in to school by their escorts
- Pupils go to designated area
- Late arrivals to school will be signed in by office staff
- In case of pupil, absence parents/carers are expected to inform school by telephone, before 9am and a request is made for a written explanation on the day of the child's return to school. Office staff will record lateness or absence and inform staff, as appropriate.

Pupils, who are resident for one or more nights, take their bag to the residential group on the morning they arrive to school and leave it at reception on the day of departure. On a Friday, the residential pupils take their bags to the Youth Club before school.

Outline of school day

Assembly	Monday 8.50	Friday – 12.40
Registration	8.50am	
Break	Mon-Thurs 10.30 – 10.50am Friday 10.15 – 10.35 am	
Lunch	Monday – Thursday 12.20 – 1.15pm Friday 12.20pm	
End of school day Monday – Thursday	Key Stage 1 3.15pm Key stage 2 3.30pm	Key Stage 3/4/P16 3.45pm
End of School Day Friday	1pm for all pupils	

Supporting pupils between lessons.

Every pupil has a risk assessment.

- These can be accessed from HCC
- Regular pupil risk assessments updates are given via staff meetings.
- If a pupil has additional needs, supplementary support guidance is given (see risk assessments.)
- Most groups have an Learning Support Assistant (LSA) however;

All staff has a responsibility for pupil safety and guidance.

Break time

All pupils use the Youth Club area, supervised by care and support staff.

Lunchtime

Pupils have lunch in the school dining room. They queue for their lunch outside and are served and helped to find a place in the dining room. Meal times are important times for learning skills such as, cutting and eating food, conversation and table manners.

End of school day

3.45pm is officially the end of the school day. Day pupils are signed out of school by their escorts, and guided out by the members of school staff on front hall duty. At this time, residential pupils are received into the residential groups, change out of school uniform and have snacks and drinks, before key working sessions, homework and free time starts. Medication is given by the HCC and Care Staff on duty.

Homework time takes place between 4 - 6pm, pupils report to the member of care staff to inform them where they have chosen to do their homework. Some young people work independently, others get support from the staff on homework duty or a Care staff if they choose to work within the care group.

Key workers are also available, at this time, to engage in key working sessions with residential pupils. It must be emphasized that this 'quality' time may be flexible in accordance with the running order of the evening. Bedtime may also be a suitable time for young people to liaise with their key workers.

At 5.30pm the Night Security Officer (NSO) commences duty. The responsibility of securing the school belongs to each staff member. The NSO locks and secures the school area, Care Staff on duty secure each group area. Office staff and NSO ensure the main entrance of the school is secure.

After homework, the pupils gather in their respective dining areas for the evening meal. Some pupils, as part of their preparation for independence, prepare their own evening meal. Care Staff encourage pupils to converse and use appropriate manners during the

meal. Young people are encouraged to help with jobs i.e. washing/drying dishes, preparing the table for breakfast, to foster independent living skills and teamwork.

The NSO checks to ensure that all areas of the building are secure both internally and externally and undertakes regular checks on the outside of the premises until 10.30pm when the duty ends.

If all residential pupils are leaving the school for an evening activity, arrangements to secure the building are made with the NSO and the Duty Head. The Crisis Bag with keys, phone and data is collected from the school office by NSO and handed over to WNO at 10.30pm.

Evening Activities

The young people have free time to socialise, chat with friends, watch TV, participate in a chosen activity or go to youth club.

Off Site Activities

Off premises form and risk assessments must be completed in advance and placed in the school office for the duty head to sign. Communication with the duty head is vital.

Medication going off site with pupils to be signed in and out (each group has an off site medication log.) There is a named person for each off site activity.

Supper Time

Supper times are around 9pm each evening. This can change if pupils request it or they are out and get back late.

Bedtime

It is the responsibility of staff to ensure the pupils are collected from the various groups before bedtime approaches.

Staff should provide an opportunity to see each pupil individually before bed. Pupils are encouraged to speak to their key workers to discuss issues or problems. The general climate of bedtimes should be a gradual calming and running down of the day, for a peaceful night.

Unit lights are put out at a time appropriate to the age of the pupils. Blinds are properly closed and bedroom windows shut. Reading in bed or listening to the radio is an ideal way for the pupils to relax prior to going to sleep. Pupils receive a personal good night before turning out the light, and closing the bedroom door, unless the pupil wishes otherwise, these can then be closed when the pupil is asleep. The WNO checks bedrooms regularly whilst on duty and keeps a record.

Once pupils are settled for, the night staff uses time available for writing up of daily diaries. Care Staff duties finishes at 10.30pm, at which time, the WNO commences her rounds at 10.30 pm. Each care group has staff on sleep-in duty, they hand over and can be called by the WNO if necessary. In the event of a serious incident or concern, the Duty Head can be contacted.