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:	10/26
To be reviewed:	10/27

**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 encourage pupils to check timetables to see 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 into school by a member of school staff
- Pupils go to designated areas
- Late arrivals to school will be signed in by office staff
- In case of pupil's 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 residents for one or more nights, take their bag to the residential group/or leave in front hallway on the morning they arrive at school and leave in the front hallway on the day of departure. On a Friday, the residential pupils take their bags to the front hallway before school.

Outline of school day

Assembly	Monday 8.50	Friday – 12.40
Registration	8.50am	
Break	Mon-Thurs 10.30 – 10.50am Friday 10.30 – 10.50 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

All pupils have an individual health care plan and those on emergency medication will have a risk assessment in place.

- These can be accessed from HCC and a copy kept in their care files.
- Regular pupil risk assessment updates are given via staff meetings.
- If a pupil has additional needs, supplementary support guidance is given (see risk assessments).
- Most groups have a Learning Support Assistant (LSA) however all staff have a responsibility for pupil safety and guidance.

Break time

All pupils use their allocated areas - Youth Club area, Primary kitchen, primary playroom and are supervised by care and school 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. Mealtimes 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 a member of school staff and guided out to meet their escorts by a member of staff on front hall duty. Currently, residential pupils are received into the residential group, 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 takes place in the residential group at a convenient time usually after dinner time. Pupils report to the member of care staff to inform them if they have homework and if they require support to complete this.

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 4.30pm 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.

The pupils have their evening meals together. 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 9.30pm when the duty ends.

If all residential pupils leave 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, in it, is collected from the school office by NSO and handed over to WNO at 9 pm.

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. There are also off-site activities offered throughout this academic year. Activities are also raised as part of the School Council.

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 will be accompanied by their individual MAR sheet.

Supper Time

Supper times are around 7-8 each evening. Pupils are encouraged to buy own supper items as part of their mobility and independence lessons.

Bedtime

It is the responsibility of staff to ensure the pupils are in their groups and ready for bed at their agreed time.

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 bedtime 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 will do a handover with the WNO who starts shift and 10.00pm Care Staff duty finishes at 10.30/11pm, at which time, the WNO commences his/her rounds.