

Rice College Pastoral Care Policy PASTORAL CARE MISSION STATEMENT

This school recognises the many different difficulties that may affect pupils as they proceed through their studies. Our pastoral care team will continually strive to identify such pupils, and to provide them with avenues for care.

Pastoral care will always strive to help pupils by allowing them a safe forum to discuss their difficulties. Our approach is based on the importance of allowing pupils to realize their true potential despite present difficulties.

Our approach involves all the education partners namely pupils, parents and teachers. Pastoral care must always strive to bolster human dignity in the light of Gospel values.

Rice College is an ERST (Edmund Rice Schools Trust) school. One of the key elements the ERST Charter is “Creating a caring school community”. In an era increasingly fraught with difficulties for young people, the main aim of the Pastoral Care Team is to ensure that all students feel safe, and have a strong sense of belonging within the school community.

All members of staff of Rice College are “mandated persons” and are fully trained on Child Protection Guidelines.

The Pastoral Care Team is aware of, and follows Child Protection legislation, and the Child Protection Policy of the school.

The Designated Liaison Person is Mr. Louis Mulqueen, Principal.
The Deputy Designated Liaison Person is Mr. John Burns, Deputy Principal.

Details of the DLP and the DDLP, along with details of Pastoral Care in Rice College, and Pastoral Care Team members are printed in the school journal. Should these details change students will be notified by Year Heads. Details of the DLP and DDLP are posted in the reception area of the school, and details of PCT members are posted in numerous areas around the school.

FORMULATION OF PASTORAL CARE TEAM

- The formulation of a pastoral care team came from a Management decision.
- The team comprises of a gender balance of teachers, with representatives from mainstream teaching staff, middle and senior management, the Guidance Department and the Special Educational Needs Department.
- The secretary is the representative from senior management.
- The team will meet on a weekly basis and work on the agenda given.

FUNCTIONS OF THE SECRETARY

- To convene weekly meetings.
- The secretary will record minutes of all meetings.
- The secretary will provide two Pastoral care reports to management and staff, omitting personal and confidential details, one before Christmas and the other in May.
- The secretary will assign pastoral care team members to individual cases.
- The position of the secretary may rotate annually.

BROAD FUNCTIONS OF THE PASTORAL CARE TEAM

- The team should take guidance from the mission statement.
- The care team should be a “port of call” for pupils experiencing difficulties.
- The team to eliminate (in as much as it is possible) bullying.
- To act on all referrals.
- To meet with the pupils in crisis, and offer guidance.
- The care team should ensure ease in transition from primary to secondary school.
- To be visible and accessible as a group through posters displayed around the school naming the team members, and details of Pastoral Care and team members available in the School Journal.
- Each school year can at times bring certain challenges for students. The Pastoral Care Team try to assist:
 - 1st Years transitioning from Primary to Secondary
 - 2nd Years solidifying their sense of belonging within our school community
 - 3rd Years preparing to sit their first state examination, and perhaps making choices re Senior Cycle subjects, etc.
 - Transition Years and 5th Years transitioning to Senior Cycle
 - 6th Years preparing for the Leaving Certificate, deciding on careers/courses.
- Students are regularly reminded in assemblies, and newsletters home to parents/guardians that they can approach any member of staff, or specifically any member of the Pastoral Care Team should they themselves, or one of their friends/acquaintances need support.

PARTNERS IN EDUCATION

- The Pastoral Care Team will always engage the following groups:
 - Pupils
 - Teachers
 - Management
 - Parents
 - Relevant outside agencies

PASTORAL CARE TEAM MEETINGS

- The meetings to be held at timetabled periods.
- Meetings should be held weekly for 40mins.
- All old cases should be reviewed.
- All new cases should be assessed.
- All cases should then be prioritised.
- All notes are taken and stored in compliance with **Data Protection** legislation

PASTORAL CARE REPORTS

- All reports are to be prepared by the PCT and the secretary.
- The Principal is informed of the details of each meeting after it has taken place
- A record of the pupil's name and the assigned pastoral care team contacts is held. Reports should contain cryptic notes of each case detailed, and stored in compliance with **Data Protection** legislation

CONCLUDING REMARKS

Following the vision of Blessed Edmund Rice the management and teachers of Rice College Ennis intend to ensure that its students feel happy, safe and valued. To achieve this the Pastoral Care Team was established and continues to exercise a Pastoral Ministry, while observing current legislation including Child Protection, Data Protection, and all relevant Education Acts. The Wellbeing of all members of the school community is the vital interest of our PCT.

It is to be noted that this policy is currently fit for purpose but will remain under review pending changing legislation and ongoing CPD, and involvement with NEPS.

The current Pastoral Care Team: (2018/2019)

Mr. John Burns, (Deputy Principal)

Ms. Mary Tyrrel (Guidance Counsellor)

Ms. Barbara Hanley (SET Co-ordinator)

Ms. Claire Culligan (Year Head)

Ms. Michelle O'Halloran (SET teacher, with special involvement in Wellbeing)

Mr. Tony Cleary (Mainstream Teacher)

Reviewed by Sub-Committee: 9/1/19

Reviewed by Staff: 24/1/19

Reviewed by Parents Association: 27/2/19.

Reviewed by Student Council: 26/2/19

Ratified by BOM: 8/4/19