

Additional Pastoral Care (APC)

Sometimes students may disclose issues related to their Mental Health or well-being.

Students may present as 'sad', anxious or depressed.

Students may present or disclose thoughts of self-harm, actual self-harm (i.e. cuts, burns, scratches).

Students may present or disclose as having had suicidal thoughts or feeling suicidal.

The support of young people's mental health is included within KCSIE Safeguarding procedures and are covered by our Additional Pastoral Care protocols at SVS.

The monitoring of APC systems for each year group is the responsibility of the Head of Year and attached Assistant Headteacher (Key Stage).

Protocols for Staff:

If a student presents any of the above issues please;

1. Listen carefully to what the child is saying
2. Remain calm and take what the child is saying seriously ensuring that they know you are doing so
3. Reassure the child that they are doing the right thing by telling someone
4. Where possible ensure that you continue your conversation where you cannot be overheard
5. Do NOT promise confidentiality – Explain that you need to pass it on to Pastoral Staff
6. Do ask if the student has told another adult or is accessing support about how they are feeling
7. Do notify the relevant Head of Year and attached Assistant Headteacher (Key Stage) in person as soon as possible
8. Do follow up with an email account to the Tutor, Head of Year and Assistant Headteacher (Key Stage) member on the same day

****If the nature of what the child says raises a Safeguarding concern please also notify the Safeguarding team as well****

Protocols for Pastoral Teams:

If a student is reported to have any of the above issues please follow the following protocols;

- 1) Head of Year or Assistant Headteacher (Key Stage) to speak with the student before the end of school day
- 2) Pastoral Team to assess situation and contact parents/carers the same day*
- 3) Where necessary parents to be advised to take student to GP.
- 4) Pastoral Team to add to student chronology and consider adding to or updating Graduated Pathway
- 5) If necessary Head of Year to add to APC list, decide upon opening category of priority (High, Medium or Low) and which member of Year Team will be first point of contact.

- 6) If necessary Head of Year to raise concerns with CYPS drop-In team and if required complete CYPS referral.
- 7) APC lists to be reviewed and updated Termly as part of SLT/Pastoral Team scheduled meetings.
- 8) Following review APC shared via email with attached SLT members & Safeguarding Team.

****Should the student be subject to known Safeguarding issues (current or historic) please ensure the Safeguarding Team are notified prior to parents being notified****

Emergency APC Response Protocols:

If a student presents as having suicidal thoughts at that present time or has taken action to harm themselves (e.g. overdose of medication) please follow these protocols;

- 1) Do not leave Student alone. Ensure they are supervised at all times.
- 2) Call a First Aider immediately.
- 3) Parents to be notified and request made for parent to collect and take to A&E as per NHS guidance (Please be aware that any admission to A&E for suicidal thoughts/self-harm/mental health should automatically mean an assessment is done by the Psychiatric team and lead to a CYPS referral).

***Should parents not be available then 2 appropriately identified staff to escort student to A&E until parents can arrive.**

- 4) Pastoral staff involved should email summary of events leading to A&E referral to Head of Year, attached SLT members and Safeguarding Team for records.
- 5) Contact to be made by parent with school regards outcomes of Hospital assessments prior to students return.
- 6) On return to school Pastoral Team to liaise with Site Manager, Inclusion and Safeguarding team over Risk Assessment if necessary.
- 7) A return to school meeting to be arranged by Head of Year or Assistant Headteacher (Key Stage) alongside Inclusion Manager / Safeguarding Team if necessary).
- 8) Relevant staff to be made aware of students return and terms of Risk Assessment where appropriate.
- 9) Head of Year and Assistant Headteacher (Key Stage) to review Risk Assessment after agreed time frame with student and parent.

Further Support:

In addition to the APC protocols the school also have a **Whole School Approach to Mental Health and Well-being**. This document describes the school's approach to preventing harm and promoting positive mental health and well-being and is intended as information and guidance for all staff including non-teaching staff and governors.