

## **Pastoral Care Policy**

**2022-2023**

### **1. Policy**

- 1.1 It is important to Shockout Arts that we ensure students are supported during their training. Our reputation is built on its ethos of caring and nurturing individuals.
- 1.2 Shockout Arts places great importance on the pastoral care of its students, conscious that for many, this will be their first time living away from home and some will be new to Manchester.
- 1.3 Overseen by the Vice-Principal (students), Shockout Arts provides students support and advice in many practical areas. Our process provides time for students to discuss any issues that may arise during their time at Shockout.
- 1.4 The Year Leader and SEND Officer are the first point of contact for advice, information and practical support.
- 1.5 Tutorials are a forum for students to voice any concerns that they may have regarding the course, class, future events. Group tutorials are held frequently and Individual tutorials are held twice in each semester.
- 1.6 Students are free to talk to their Year Leader privately by appointment.
- 1.7 Students Health & Wellbeing are of paramount and especially during this time of COVID-19 and students are encouraged to express any concerns during Tutorials.
- 1.8 Referral to relevant external bodies will be provided to students to further help with any emotional or physical issue.
- 1.9 Shockout Arts also offer students with learning difficulties additional support.
- 1.10 The Year Leader should report any pastoral issues identified back to the Vice-Principal (students). The Vice-Principal reports to the Principal on an ad-hoc basis on any common themes or specific student issues.

## **2. Roles & Responsibilities of: Who is Responsible?**

- 2.1 The Year Leader is responsible for attending the Tutorials every fortnight as scheduled on the main timetable.
- 2.2 Questions raised by the students at the Tutorials should be referred to the relevant person.
- 2.3 The Vice-Principal and Principal should be informed, where appropriate and where not bound by confidentiality, of all students with pastoral needs, will then ensure appropriate action is being taken.
- 2.4 Tutors should make themselves available to students who may have any personal concern regarding a class.

## **3. Individual Pastoral Meetings**

- 3.1 One to one sessions can be booked in advance and are kept confidential, at the student's request, unless the issue is harmful to the student; to other students and/or staff; detrimental to the University; or will bring the University into disrepute.

## **4. Storage of Tutorial Reports**

- 4.1 A record of the tutorial is kept in a secure location.

### Related Policies

Data Protection

Anti Bullying & Safeguarding