



PASTORAL POLICY

For St. James' School

Date: July 2006

Annual Review

Next Review: July 2012

Please note: this document is written to elaborate upon and clarify many issues raised in the Pupil Handbook. It, in no way, supersedes it. It is hoped that parents will discuss the contents of this document with their children.

COMPLAINTS PROCEDURE

Any problems, complaints or suggestions? If so, the School would like to hear.

How do I make a complaint?

- ◆ By talking about it – or by writing it down if you find that easier.
- ◆ You can do it by yourself, or as part of a group, or through your parents.

To Whom?

- ◆ To anyone on the staff.

Does it matter what the issue is?

- ◆ No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

What will happen next?

- ◆ If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

- ◆ If you are worried about confidentiality, tell the staff – they will understand.
- ◆ Even if you find the issue hurtful or embarrassing, don't worry – it will only be discussed by staff who can help you.

BOARDERS' COMPLAINTS

If a pupil or parent wishes to make a specific complaint about any aspect of boarding and chooses not to initially lodge such a complaint with the School, he/she may contact Ofsted direct.

The address and contact details are:

Ofsted
3rd Floor
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 9QX

Tel: 0845 6404040

BULLYING

Bullying can be found everywhere, of any age, any nationality, in all jobs and professions.

In schools in the United Kingdom, bullying has been estimated to affect 1.5 million children. It is often deliberate – something planned to cause discomfort to the victim, to give the bully a sense of power – but sometimes it is more thoughtless than that...young people are not always aware that it hurts to be different, or to be made to feel different. Bullying can range from teasing, threatening and ostracising to causing real physical hurt. We include in this any aggressive or unpleasant e-mails which cause upset. It is any behaviour which causes any sort of pain to the victim, regardless of how

the bully feels his/her behaviour is being received. It is no defence to say, 'I didn't think he/she minded' or 'he/she was smiling about it'.

School Policy

As stated in the Pupil Handbook, St. James' aims to establish a standard of behaviour based on respect for all. We endeavour to promote within the School a caring environment, which prevents bullying from happening. These attitudes are fostered in lessons, registration groups, Houses and assemblies. We make it quite clear that bullying and other forms of aggressive behaviour are not tolerated. It follows that all forms of bullying will be treated as serious matters. All cases of bullying will be dealt with by the Form tutors (and Houseparents in the boarding houses), as they are reported to them, and serious and/or complicated cases are dealt with in conjunction with a member of the SMT and the Designated First Aid Officer. If you are being bullied you should tell your parents or any member of staff in whom you wish to confide.

DRUGS AND HARMFUL SUBSTANCES

Statement of Policy

1. Young people face growing pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. Our purpose at St. James' is to do all we can to reduce these pressures, to educate young people about the risks of involvement with drugs and to maintain an environment that is as free as we can make it of controlled drugs and the paraphernalia, culture and temptation to use drugs and other harmful substances.
2. It is also our purpose at St. James':
 - 2.1 To ensure compliance with the criminal law under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes.
 - 2.2 To help develop in each of our pupils the moral courage to reject those parts of "youth culture" that may be harmful to their integrity, independence, opportunities and respect for the law.
 - 2.3 To maintain the integrity of the School community, to reflect the wishes of parents in this regard, and to provide support and confidential counselling – without disciplinary sanctions or adverse report – for those who might otherwise be tempted to take risks or experiment with drugs
 - 2.3 To provide an ethical regime which supports our personal and social development programme.
 - 2.4 To provide a firm disciplinary framework for dealing with pupils who bring drugs into school and use or tempt others to use them at or away from School premises. Pupils involved with drugs in this way are liable to expulsion.
3. Pupils and their parents are asked to give their wholehearted support to these aims.
4. The policy applies whenever the School is in *loco parentis*. It will also apply to complaints or other incidents in or out of school where an individual pupil or the reputation of the School are affected, for example when one pupil is found to have offered controlled drugs or other substances to another.

Educational Aspects

1. All members of staff receive training about drugs and substances so that they can respond appropriately to pupils seeking individual advice and help and so that they are alert to the warning signs of drug misuse, which include a decline in performance in school work, marked swings in mood, excessive tiredness, sores and rashes especially on the mouth or nose, lack of interest in physical appearance and an unwillingness to take part in school activities, or other signs such as the finding of certain items of equipment, behaviour on a particular occasion, or other information that has been gathered.
2. The education of pupils about drugs and substances is delivered primarily through the School's Personal and Social Development (PSD) programme, the extra curricular involvement of outside agencies, the provision of seminars for parents and in addition by dealing appropriately with these issues in whatever context they arise.

Advisory Aspects

1. Our policy at St. James' is to encourage pupils to feel able to discuss their anxieties about drugs or substances with a member of staff or other responsible adult.
2. Parents likewise are asked to inform the Form Tutor or the Designated First Aid Officer if they have any cause for concern about their son/daughter.

Disciplinary Aspects

1. Terminology used in this Policy.

“*Drugs*” means controlled drugs including cannabis, temazepam, LSD, cocaine, amphetamines, ecstasy and heroin.

“*Involvement with drugs*” includes possession, use, supplying and dealing with controlled drugs or substances resembling controlled drugs or the paraphernalia of drugs.

“*Substances*” means controlled drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia. Anabolic steroids, “legal” drugs obtainable on or off prescription, and every other substance that, when abused, may damage the health, safety and welfare of a pupil.

“*Reasonable suspicion*” means a suspicion based on a cogent reason stated by the Headteacher.

“*Satisfied*” means “more likely than not” in the opinion of the Headteacher.

2. Investigation.

The School will investigate any rumour about involvement with drugs or substances. The involvement may involve segregating a pupil but this would be for no longer than is necessary; asking him/her questions; asking him/her to give a written account of particular circumstances; searching his/her room (in the case of boarders) or personal belongings; taking possession of property for analysis; and/or asking the pupil to provide a urine sample under appropriate supervision. Investigations will be conducted fairly and in accordance with natural justice. “Police Station” procedures will not be used. The pupil will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the Headteacher or another member of the SMT. The pupil may be accompanied by a member of staff (this member of staff's role is to make sure that the pupil

understands clearly what is happening and to help the pupil to express him/herself). Sources of information will not normally be disclosed. Parents will be kept informed by the Headteacher.

3. Testing for Drugs

If, outside the context of confidential counselling, the Headteacher forms a reasonable suspicion that a pupil has been involved with drugs, the pupil may be asked, with the consent of the parents, to provide a urine sample under appropriate supervision at school premises or at an external laboratory. Testing procedures will be in accordance with standard good practice. Refusal of a test in these circumstances may result in the pupil being required to leave the School community forthwith and/or the police being informed.

4. Sanctions

The normal sanction following involvement with drugs is expulsion. However, there will always be a careful and thorough investigation to ensure natural justice obtains.

Review of Decision

A decision to expel or require a pupil to leave will be subject to review by a panel of three members of the School Council, upon written request made by the parents within seven days of the decision complained of.

Search

Under Section 3(5) of the Children Act 1989

‘A person who.....does not have parental responsibility.....but has the care of the child, may.....do what is reasonable in all the circumstances of a case for the purpose of ‘safeguarding or promoting a child’s welfare’.

The School considers that a search of personal property for illegal drugs falls into the category of search for the purpose of ‘safekeeping or promoting a child’s welfare’.

Reasonable cause would include – rumour or complaint that a pupil possesses drugs.

ST. JAMES’ SCHOOL SEX EDUCATION POLICY

Purpose

The purpose of this policy is to ensure that accurate and effective sex and relationship education is delivered to pupils at St. James’ to enable them to make well-informed decisions about their lives. The objective of such education is to help and support the pupils through their physical and emotional development and to develop the skills and understanding they need to live confident, healthy and independent lives. Pupils also need to be given accurate information to help them understand human sexuality; the reasons for delaying sexual activity and the benefits to be gained from such a delay. Effective sex and relationship education does not encourage early sexual experimentation. It builds up knowledge and skills which are particularly important today because of the many different and conflicting pressures on young people.

Religion

St. James' is a Christian foundation, and therefore seeks to base its teaching of sexual ethics on the Bible and the teachings of the church, balancing issues of right and wrong with a compassionate and realistic approach to modern life. The PSD programme reflects these underlying principles.

Statement of Policy

1. It is recognised that young people are increasingly subjected to suggestions in films, the press, and the television etc., according to which it is normal to embark on sexual behaviour at an early age. This is not a belief shared by the School.
2. It is also our purpose at St. James':
 - To ensure, as far as we can, knowledge of and compliance with the law.
 - i) It is an offence for an adult to have a sexual relationship with a child under the age of 16.
 - ii) It is unlawful for a child of under 16 to have sex.
 - iii) Parents may withdraw children from sex education classes except where biological aspects of human reproduction are covered within the science curriculum.
 - To help our pupils develop the integrity and self-reliance to allow them to reject the idea that a full sexual relationship as a teenager is a normal rite of passage.
 - To maintain the ethos and integrity of the School community, to reflect the wishes of the majority of parents in this regard, and to provide support, to the extent appropriate, and confidential advice for those who might otherwise be drawn into sexual activity. Except where a serious criminal offence or child protection incident has occurred (or is likely to occur), this support and/or counselling will not normally lead to disciplinary sanctions or report.
 - To provide an ethical framework for dealing with pupils who transgress the School's rules on sexual behaviour.
3. Pupils and their parents are asked to give their wholehearted support to these aims.

Educational aspects

1. All members of staff are aware of the School's policy on relationships between pupils.
2. The School is a Christian foundation and as such the teachings of the Christian faith permeate all aspects of the lives of the pupils.
3. The education of pupils about sex and relationships is delivered primarily through the School's PSD programme and also by the biology department.
4. Sex and relationship education is lifelong learning about physical, moral and emotional development. It is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. It is not about the promotion of sexual orientation or sexual activity. It has three main elements:
 - Attitudes and values
 - Learning the importance of values and individual conscience and moral considerations.
 - Learning the value of family life, marriage, and stable and loving relationships for the nurture of children.
 - Learning the value of respect, love and care. Developing appropriate independence and self-esteem.
 - Recognising that, despite what social and media pressures say, one does not need to be part of a couple in order to be a happy and fulfilled human being, i.e. one can be happily single.
 - Exploring, considering and understanding moral dilemmas.
 - Developing critical thinking as part of decision making.

- Personal and social skills
 - Learning to manage emotions and relationships confidently and sensitively.
 - Learning to make choices based on an understanding of difference and with an absence of prejudice.
 - Developing an appreciation of the consequences of choices made.
 - Managing conflict and understanding moral dilemmas.
 - Learning to deal with periods of singleness, including following relationship breakdown.
 - Learning how to recognise and avoid exploitation, abuse and unhealthy dependencies.
- Knowledge and understanding
 - Learning and understanding physical development at appropriate stages.
 - Understanding human sexuality, reproduction, sexual health, emotions and relationships.
 - Learning about contraception and the range of local and national sexual health advice, contraception and support services.
 - Learning the reasons for delaying sexual activity, and the benefits to be learned from such delay.
 - The avoidance of unplanned pregnancy.

Advisory Aspects

1. Our policy at St. James' is to encourage pupils to feel able to discuss their anxieties about relationships, sex, contraception, STDs and sexuality with a member of staff or other responsible adult. As well as their Form Tutors (and in the case of boarders, Houseparents), the pupils also have access to the Designated First Aid Officer.
2. Parents are likewise asked to inform the Form Tutors if they have any cause for concern about their son/daughter.

Disciplinary aspects

While the School recognises that friendships between boys and girls are important, the School must balance several factors in its approach to very close relationships between any members of the School community:

- As regards pupils, the School is acting *in loco parentis* and must safeguard and promote the welfare of each pupil.
- As an independent School, St. James' is a private self-regulating community which respects the human rights of everyone within the School, who in turn accepts that the School's lawful policies, disciplines and rules must sometimes take precedence over the wishes of individuals. In this context, it means that, for the sake of the well-being of the School community as a whole, exclusive relationships are discouraged and sexual intimacy is considered incompatible with a healthy, educational environment for young people.
- The members of the School Council, as charity trustees, must safeguard and preserve the assets of the School, including its good reputation.

Consequently, this Policy authorises the Headteacher to issue and enforce the relevant School rules, including that:

- In public, pupils are expected to act towards each other with good sense and a certain amount of ease but not to hold hands, embrace in a fashion which embarrasses others or to kiss.

- No pupil at St. James' may engage in any close, physical relationship nor may s/he encourage or help create an environment in the School in which other pupils feel that they must be part of such a relationship.

Any pupils acting in breach of this Policy or its related school rules will be subject to sanctions and, in certain circumstances, may be required to leave the School.

SMOKING

'Smoking is bad for your health'. This is the principle which underpins the School policy on smoking. Pupils are punished if they are caught smoking (see Discipline and Sanctions). It is possible to reach a quite serious disciplinary point if smokers persist and persist in getting caught. Smoking in the Boarding Houses is considered extremely serious as other peoples' lives may well be put at risk from the danger of fire.

Again, this is an issue which is dealt with throughout the School in our PSD programme.

The Designated First Aid Officer can give advice on how to give up smoking and she is happy to help discuss this and the various options.

ALCOHOL

Alcohol and the use, or not, of it plays a part in the life of most adults. It is unsurprising, therefore, that many pupils want to drink alcohol too. At St. James' we work hard to see that pupils learn the dangers of the misuse of alcohol, and also that they see that it is possible to drink in moderation enjoyably. The PSD programme deals with such issues throughout the school in a preventative sense. The drinking of alcohol is not permitted by pupils within School or at any School events.

This policy is framed upon the principle that improper use of alcohol is dangerous and, as it is widely available and accepted in society, it is important for pupils to learn of its dangers.

DISCIPLINE AND SANCTIONS

The fundamental School rules are detailed on page 5 of the Pupil Handbook. Thereafter School rules distinguish between **CARDINAL RULES** (smoking, drinking, unauthorised use of drugs, cheating, bullying, possessing a knife or other lethal weapons and sexual impropriety) and **FURTHER SCHOOL RULES**. The former are reported to the Deputy Heads and/or Headteacher. Other offences are normally dealt with by the member of staff who discovers them. Except in minor cases, the Form Tutor (and houseparents of the boarders) should be informed.

Every effort is made to avoid punishing a whole group for the activities of an individual. Punishment should always be reasonable and not degrading. Any sanction will aim to be appropriate and proportionate to *this* offence by *this* pupil *in these particular circumstances*. It is therefore not possible to predict exactly the punishment which may be incurred, but the following are given by way of example, to help you gauge the seriousness of each breach of School rules.

OFFENCES

There are certain matters which will always be dealt with by the Headteacher or another member of the SMT, because any breach of rules concerning alcohol, drugs, tobacco, for example are treated as

serious disciplinary matters. Any serious sanctions issued by a member of the SMT are recorded by a letter going to the parents and a copy kept in the School files.

The following are sanctions for transgression of the given rules.

Alcohol

Alcohol must not be brought on to the School premises, nor must any pupil come to School having drunk alcohol. An infringement of this rule will result in suspension from School for a period of time, from one day to considerably longer depending on the seriousness.

If the offence is serious enough and is repeated, such behaviour can be met with expulsion.

Drugs

Pupils and parents should be aware that a pupil possessing drugs or using drugs (other than for authorised medical purposes) or misusing solvents, must expect to be required to leave the School.

Smoking

If caught smoking, a pupil is sent to the Headteacher or another member of the SMT.

First offences carry a £25 fine which is sent to Cancer Research. Second offences carry a £50 fine, again for Cancer Research. Persistent offences could well result in suspension.

However, if the pupil is found smoking in a boarding house, because of the additional concerns for other people's safety, the sanction is immediately more severe –generally gating in addition to the above.

Bullying

This is a more complex issue and it is difficult to issue a 'flat charge' sanction. It is nonetheless an issue the School takes very seriously and a member of the SMT would be involved in any serious matter of bullying. A pupil could, should the matter be sufficiently unpleasant or irremediable, be required to leave the School.

Again, this is a matter dealt with most effectively in the individual case by the messages the School sends out from talks, staff behaviour and expectations and from the approach of each and every member of the School.

Carrying a Knife/Other Offensive Weapon

Knife/weapon will be confiscated. The pupil may well face suspension or expulsion, depending on circumstances.

Sexual Relations

A pupil found in a compromising situation must expect to be required to leave the School.

Jewellery

As stated in the Pupil Handbook, the only jewellery permitted at St. James' is a crucifix. Stud earrings are no longer permitted. It is now important to add that all other forms of body piercing are also prohibited, since they can prove to be a safety hazard.

Equally, tattoos are not allowed.

Pupils will be asked to remove earrings irrespective of when their ears were pierced.

DETENTIONS

There is a detention system which is primarily intended for academic matters, but may also be used for inappropriate behaviour or rudeness.

REWARDS

The Prep School publicly awards Certificates for the attainment of House points, while the Merit/Commendation system within the Senior School is seen as an excellent method of rewarding good work and effort.

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Adolescent Problems for Girls (addendum to Pastoral Policies)

Girls at adolescence are, perhaps, under particular pressure with regard to their appearance and, in some cases, over academic/sporting/social success. In this context, we have been moving towards a policy on that huge spectrum of behaviour, namely eating disorders. This is not intended to alarm, but to inform.

Perhaps it should be stated that it is the bulimia nervosa area of this spectrum which appears to have seen more change in the last 2 years. We must also be aware of the problems of anorexia nervosa. In either case, both for day and boarding pupils, it is the responsibility of the School to be aware of the problem and to support a girl in any way we can. Certainly, the following criteria are essential :

1. The parents need to communicate any concerns to the Designated First Aid Officer or boarding Houseparents.
2. Staff will deal with any disorders carefully and do their utmost to support the girl, but the girl must be prepared to accept/want help.
3. Silence or secrecy on the girl's (or parent's) part is the worst possible course of action.
4. The School reserves the right, as part of our duties in loco parentis to insist that a girl visits her GP, an Educational Psychologist and/ or Designated First Aid Officer.