



# Pupils' Wellbeing Policy

<b>Audience</b>	Pupils, Staff and Directors
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<b>Last Review</b>	August 2023
<b>Next Review</b>	August 2024
<b>Related Policies</b>	PSHE/Wellbeing Policy SMSC Policy

## **Introduction and Purpose**

St. Christopher's International School is totally committed to safeguarding the welfare of children and young people.

At St. Christopher's International School, we want everyone to feel part of a safe and happy community. We try to create an environment and ethos in which young people feel secure and their points of view are valued. Pupils are encouraged to talk and they are listened to. We want our pupils to feel their voices are heard.

From time to time, you may be worried or upset about something. This policy tells you about various people available to help you, so that you can choose someone you feel you can trust. The experience of pupils all over the world is that, no matter how bad the problem may seem to be, it is almost always a great help to talk about it.

The Board of Directors and staff of St. Christopher's International School take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The St. Christopher's International School Board of Directors are ultimately responsible for the provision stated in this policy.

Here are some examples of the kinds of thing which can be worrying for young people.

- ♣ You are having difficulty with one or more of your academic subjects
- ♣ You think you may be ill and are too afraid or embarrassed to tell anyone
- ♣ You feel very depressed, or that life is overwhelming
- ♣ You or your friends are being treated unkindly or bullied by another pupil
- ♣ You think that another pupil is not eating properly, or may be harming him/herself
- ♣ You are worried, angry or hurt about something happening at home
- ♣ You think that another pupil has done, or is about to do, something seriously wrong or dangerous
- ♣ You are caught in a serious situation that you do not know how to get out of
- ♣ You feel you are being treated unfairly simply because of your gender, or because of your Colour or religion, or because you have a disability or learning difficulty
- ♣ You feel that a member of staff has treated you unfairly, e.g. in a punishment given, or favouring other pupils
- ♣ You feel that you are not given enough privacy or independence

## **What should you do?**

If any of these things are happening, please talk to someone about it, even if you feel you can handle the situation. It may be that what is going on affects other people at school or that you are unaware of all the different ways a problem can be tackled.

There are a number of different people who will be very happy to talk to you and to help you to try to find a solution to the problem. It may help to talk first with another pupil who is a trusted friend. However, sometimes you may also need the help and support of an adult or professional. Choose whoever you feel most comfortable and safe talking to: your Form tutor, Key Stage coordinators, the Deputy Heads, our School Counselor or any member of staff.

If you have a **complaint** about our school or a member of staff, speaking to one of these people is normally the quickest and most effective way to get to the heart of the problem and resolve it.

However, if you do not feel able to speak to a member of staff, other people to talk to are

- Your parents or other relatives
- Our School Counsellor
- An older pupil at school
- A Prefect, House Captain, Head Boy or Head Girl
- Child Line: Dr Sidney Nesbitt 0720839645; Sidney.nesbitt@gmail.com, Child Protection Director 0723318833
- U.K. NSPCC 0800 280 285

If you prefer, you can write to one of the people mentioned, although this does sometimes slow things down.

## **Who else needs to know?**

We understand that you may wish to talk about a problem only if it is kept secret. In many cases, this is possible, but there are two exceptions you should be aware of:

- The Headmaster is required by the Board of Directors to make sure he is aware of all issues affecting the safety and welfare of pupils at school. This means that the Headmaster will need to be kept informed of the broad nature (but not usually the details) of any serious health, safety or welfare issue of which they are aware. If your problem or complaint involves the Headmaster, then one of the Deputy heads will be informed instead;

- The school has a legal duty to keep your parents/guardians informed about your welfare and academic progress. However, if you do not wish them to be informed, please say so, so that the options can be discussed with you.

Please do not let this stop you from raising complaints or saying when you are worried or upset. Most young people who speak up, say afterwards that it helped them enormously and that the problem did not seem quite as bad once they had a chance to talk it through with someone experienced and helpful.

### **Making a formal complaint**

If you feel that you have not been able to sort out a problem or complaint on an informal basis you may make a formal complaint. You may wish to involve your parents at this state of you have not already done so. You or your parents should write to the Headmaster setting out the complaint and what you want to be done about it. The Headmaster may suggest a meeting to discuss the complaint but will in any case give you a written answer explaining what she has decided to do about the complaint. You will not get into trouble for making a complaint if you believe that you have a good reason for doing so.

The Headmaster will keep a record of serious complaints from pupils and what happened to those complaints and will review them from time to time.

Once the Headmaster has provided his written decision, this will be the final stage of this procedure. If you are unhappy with the outcome, you should talk to your parents who may wish to use the formal complaints procedure which is available on the schools website or alternatively can ask for a copy of the procedure to be given to them.

## Appendix 1: Pupil Friendly version for classrooms

# Pupil Wellbeing: How Can I Get Help?

At St. Christopher's International School, we want everyone to feel part of a safe and happy community. We aim to create an environment in which you feel safe, secure and your points of view are valued. We encourage you to talk to us about issues and to know that your views will be listened to.

From time to time, you may be worried or upset about something. There are lots of people available to help you and we hope you can choose someone you feel you can trust. The experience of pupils all over the world is that, no matter how bad the problem may seem to be, it is almost always a great help to talk about it.

## **Is something worrying you?**

Are you having difficulty with one or more of your academic subjects?

Do you think you may be ill and are too afraid or embarrassed to tell someone?

Do you feel very depressed?

Are you or your friends being treated unkindly or bullied by another pupil?

Do you think that another pupil is not eating properly, or might be harming themselves?

Are you worried, angry or hurt about something happening at home?

Do you think that another pupil has done, or is about to do, something seriously wrong or dangerous?

Are you caught in a serious situation that you do not know how to get out of?

Do you feel you are being treated unfairly by a teacher?

Do you feel that you are not being given enough privacy or independence?

## **What should you do?**

If any of these things are happening, please talk to someone about it, even if you feel you can handle the situation. It may be that what is going on affects other people at school or that you are unaware of all the different ways a problem can be tackled.

There are a number of different people who will be very happy to talk to you and to help you to try to find a solution to the problem. It may help to talk first with another pupil who is a trusted friend. However, sometimes you may also need help and support of an adult. Choose whoever you feel most comfortable and safe talking to: your Form tutor, Key Stage coordinators, the Deputy Heads, School Nurse, The School Counsellor or any member of staff.

If you have a complaint about our school or a member of staff, speaking to one of these people is normally the quickest and most effective way to get to the heart of the problem and resolve it. You might find that dropping a note in the “Listening Box” in the library is the right thing to do.

## **Who else needs to know?**

We understand that you may wish to talk about a problem only if it is kept secret. In some cases, this is possible, but there are times when the adult you talk to will need to pass information on someone else at school - this is usually because we feel you might be at risk or in some danger.

Please do not let this stop you from raising complaints or saying when you are worried or upset. Most young people who speak up, say afterwards that it helped them enormously and that the problem did not seem quite as bad once they had a chance to talk it through with someone experienced and helpful.

## **Making a formal complaint**

If you feel that you have not been able to sort out a problem or complaint on an informal basis you may make a formal complaint. You may wish to involve your parents at this state if you have not already done so. You or your parents should write to the Headmaster setting out the complaint and what you want to be done about it. The Headmaster may suggest a meeting to discuss the complaint but will in any case give you a written answer explaining what she has decided to do about the complaint. You will not get into trouble for making a complaint if you believe that you have a good reason for doing so.

The Headmaster will keep a record of serious complaints from pupils and what happened to those complaints and will review them from time to time.

Once the Headmaster has provided his written decision, this will be the final stage of this procedure. If you are unhappy with the outcome, you should talk to your parents who may wish to use the formal complaints procedure which is available on the school website or alternatively can ask for a copy of the procedure to be given to them.

**Bottom Line: Speak up!**

**“A problem shared is a problem halved”**