

Child/Family referral to Pastoral Care Team

This is an internal referral made by the classteacher to the Pastoral Care Team when a concern has become apparent.

PROCEDURE

1. Member of staff to complete first section of the attached form.
2. Phase Leader, in conversation with the classteacher to complete the second box and add any further information to the form.
3. Phase Leader to email the form to the Pastoral Team copying in the Headteacher and Rachel Bates (AHT).
4. Pastoral Team to confirm receipt of referral to the child's Classteacher.
5. Depending on the urgency of the referral but within two weeks of the referral an initial meeting will be convened with actions and responsibilities from the meeting agreed.
6. A review meeting will be booked and this must be within four weeks.
7. Evaluation of this procedure and the outcomes for the child/family will be completed by Rachel Bates, Assistant Head for Inclusion and Pastoral Care.

Please note:

This form is not to be used for safeguarding concerns. All safeguarding concerns must be reported immediately to a designated safeguarding lead- Safeguarding & Child Protection Policy, Appendix: B

Named staff who are Designated Safeguarding Leads;

- Julie D'Abreu, Headteacher
- Rachel Bates, Assistant Head
- Tina Georgiades, Assistant Head

CHILD/FAMILY INTERNAL REFERRAL TO PASTORAL CARE TEAM

TO BE COMPLETED IN ELECTRONIC FORMAT ONLY

Member of staff making referral:
Date:
Child's name:
Class:
1. Reason for referral: (please bullet point your reasons for referring the child/family)
2. List interventions that have already been put in place.
3. What would a successful outcome of the referral be?
Phase Leader- Name:
Date referral received:
Pastoral Team member- Name:
Date referral received:
Date of review:
Agreed actions:
Impact statement/Evaluations