PORG International School

Pastoral Care Policy

Prepared by:	Barbora Gazdova, David Rojas	August 2023
Last update by:	Barbora Gazdova	August 2026
Approved by:	Dagmar Dluhosova	

Content

INTRODUCTION 3

AIMS OF PASTORAL CARE 3

ROLES AND RESPONSIBILITIES 3

- Pastoral Lead 3
- Designated Safeguarding Lead (DSL) 4
- Principal 4
- Teachers and Support Staff 4
- EYFS Staff 4
- Parents and Carers 4
- Pupils 4

PASTORAL CARE IN EYFS AND PRIMARY SCHOOL 4

PASTORAL AND SAFEGUARDING COMMUNICATION PROCEDURE 5

- Procedure for Informing the DSL 5
- Procedure for Informing the Principal 5

DAILY AND WEEKLY COMMUNICATION SYSTEMS 6

CONFIDENTIALITY AND INFORMATION SHARING 6

SAFEGUARDING AND CHILD PROTECTION 6

BEHAVIOUR AND RELATIONSHIPS 6

PARTNERSHIP WITH PARENTS AND CARERS 6

MONITORING AND REVIEW 7

PUBLICATION 7

KEY CONTACTS 7

Introduction

PORG International School is committed to providing a safe, caring, inclusive, and supportive environment in which all children can flourish emotionally, socially, physically, and academically. The school recognises that high-quality pastoral care is essential to children's wellbeing, personal development, confidence, behaviour, and achievement.

This policy outlines the pastoral care provision for both the Early Years Foundation Stage (EYFS) and the Primary School. It reflects the expectations of British Schools Overseas (BSO) standards and demonstrates the school's commitment to safeguarding, emotional well-being, positive behaviour, inclusion, and personal development across all phases of the school.

Special consideration is always given to EYFS children aged 3–5 years old, recognising that younger children require enhanced emotional support, secure attachments, predictable routines, nurturing relationships, and developmentally appropriate pastoral practices.

Aims of Pastoral Care

The pastoral care system at PORG International School aims to support the holistic development of every child. The school seeks to promote emotional well-being, positive mental health, resilience, confidence, independence, and respectful relationships throughout EYFS and Primary School.

The school aims to ensure that all pupils feel valued as individuals and are supported in line with their developmental, emotional, and social needs.

Pastoral care also aims to create a learning environment in which children feel secure enough to participate confidently, take appropriate risks in learning, develop positive friendships, and express themselves openly.

Roles and Responsibilities

All teaching and support staff contribute to pastoral care through their daily interactions with pupils. Staff are expected to create emotionally supportive classroom environments, build positive relationships with children, identify concerns promptly, and promote respectful behaviour and inclusion.

Pastoral Lead

The Pastoral Lead coordinates pastoral care provision across EYFS and Primary School, monitors pupil wellbeing, supports staff, communicates concerns to the DSL and Principal, and oversees wellbeing interventions. The Pastoral Lead is responsible for monitoring pupils' emotional well-being, behaviour, attendance, and pastoral concerns throughout EYFS and Primary School. The Pastoral Lead communicates concerns to the Principal and DSL whenever there are indications that a child may require safeguarding support, emotional intervention, behavioural monitoring, or additional wellbeing support.

The Pastoral Lead is responsible for identifying and monitoring pastoral concerns, recording concerns accurately and factually, informing the DSL immediately if

safeguarding concerns arise, informing the Principal of significant welfare or behavioural concerns, maintaining confidentiality, supporting communication with parents where appropriate, participating in safeguarding and wellbeing meetings, and monitoring follow-up actions and interventions.

Designated Safeguarding Lead (DSL)
The DSL is responsible for overseeing safeguarding procedures, responding to safeguarding concerns, maintaining safeguarding records, and ensuring staff follow child protection procedures.

Principal
The Principal has overall responsibility for ensuring that pastoral care, safeguarding, wellbeing, and child protection systems are implemented effectively throughout the school.

Teachers and Support Staff
All staff are responsible for promoting pupils' wellbeing, building positive relationships, identifying concerns, supporting emotional development, and following safeguarding procedures.

EYFS Staff
EYFS staff provide nurturing, developmentally appropriate emotional support and ensure that younger children feel safe, secure, and emotionally supported throughout the school day.

Parents and Carers
Parents and carers are expected to work collaboratively with the school and communicate concerns that may affect their child's wellbeing, behaviour, or emotional health.

Pupils
Pupils are encouraged to contribute positively to the school community, treat others with respect, and speak to trusted adults when they need support.

Pastoral Care in EYFS and Primary School
PORG International School recognises that pastoral care must reflect the developmental needs of children at different ages and stages. While the principles of wellbeing, safeguarding, inclusion, and emotional support apply throughout the school, pastoral provision is adapted appropriately for EYFS and Primary pupils.
Within EYFS, pastoral care is highly nurturing and relationship-based. Children aged 3–5 require emotional reassurance, secure attachments, clear routines, and consistent support from trusted adults. Staff place significant emphasis on helping children feel safe, settled, and emotionally secure within the school environment.

In Primary School, pastoral care continues to support pupils' emotional wellbeing, confidence, independence, and social development. Children are encouraged to develop resilience, responsibility, empathy, and positive attitudes towards learning and relationships.

Pastoral and Safeguarding Communication Procedure

The procedure for communicating is to ensure clear, timely, professional, and confidential communication between the Pastoral Lead, Principal, and Designated Safeguarding Lead (DSL) regarding pupil wellbeing, safeguarding, behaviour, emotional health, attendance, and welfare concerns.
PORG International School recognises that effective communication between pastoral and safeguarding staff is essential to protecting children, promoting wellbeing, and ensuring that concerns are addressed promptly and appropriately.
This procedure applies to all EYFS and Primary School pupils, with sensitivity given to children aged 3–5 years old within the EYFS.

Procedure for Informing the DSL

If the Pastoral Lead identifies a safeguarding concern, child protection issue, disclosure, or any indication that a child may be at risk of harm, the DSL must be informed immediately.
The Pastoral Lead must report the concern verbally to the DSL as soon as possible, complete any required safeguarding documentation, record only factual information, avoid conducting investigations independently, and continue supporting the child emotionally while safeguarding procedures are followed.
If the DSL is unavailable, the concern must immediately be reported to the Deputy DSL or Principal. In cases where there is immediate danger or risk to a child, safeguarding procedures must take priority without delay.

Procedure for Informing the Principal

The Principal must be informed by the Pastoral Lead regarding significant pastoral, behavioural, attendance, wellbeing, or safeguarding concerns that may impact a child's safety, learning, welfare, or the wider school community.
Communication with the Principal may take place through scheduled safeguarding or wellbeing meetings, immediate verbal communication in urgent situations, confidential written reports, email communication marked confidential, or recorded safeguarding systems. The Principal supports decision-making, safeguarding oversight, communication with families where necessary, and the coordination of additional support.

Daily and Weekly Communication Systems

The Pastoral Lead, Principal, and DSL maintain regular communication regarding pupil wellbeing and safeguarding. This may include daily verbal updates regarding urgent concerns, weekly safeguarding and pastoral meetings, review of attendance and behaviour concerns, monitoring ongoing interventions, and planning support str ategies for vulnerable pupils.
EYFS pupils requiring additional emotional support or monitoring are discussed regularly to ensure early intervention and consistent support.

Confidentiality and Information Sharing

All pastoral and safeguarding information must be handled confidentially and shared only with staff who need the information to protect or support the child. Staff must respect confidentiality, store records securely, avoid discussing concerns publicly or informally, follow school safeguarding procedures regarding information sharing, and ensure written records remain factual and professional. The school recognises that confidentiality cannot be guaranteed when safeguarding concerns exist and information must be shared to protect a child.

Safeguarding and Child Protection

Safeguarding is central to all pastoral care provision at PORG International School. The school is fully committed to safeguarding and promoting the welfare of every child and ensures that robust safeguarding systems are implemented consistently across EYFS and Primary School.
All staff receive regular safeguarding and child protection training and are expected to remain vigilant in recognising and responding to concerns.

Behaviour and Relationships

PORG International School promotes a culture of kindness, respect, inclusion, and responsibility throughout the school community. Positive behaviour is encouraged through strong relationships, clear expectations, consistency, and emotional support.
Bullying, discrimination, intimidation, and harassment are not tolerated in any form and are addressed promptly and sensitively.

Partnership with Parents and Carers

PORG International School values strong partnerships with parents and carers and recognises the importance of effective communication between home and school.
The school aims to maintain professional, supportive, and respectful relationships with families and works collaboratively with parents to ensure consistency of care and support for children.

Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and the Pastoral Lead to ensure that pastoral provision remains effective, inclusive, developmentally appropriate, and aligned with BSO standards.

Publication

The PORG International School Complaints Policy is available to all members of the school community, including teaching and non-teaching staff, parents, pupils, volunteers, and relevant school personnel through the school information system and internal communication platforms. Hard copies of the policy are also available upon request from the Principal's office.

The school is committed to ensuring that the policy remains accessible, transparent, and clearly understood across both EYFS and Primary provision, supporting effective communication, accountability, and positive partnership with families.

Key Contacts

Pastoral Lead	David Rojas	rivera@porg.cz
DSL	Thabang Lehner	lehner@porg.cz
SENDCO	Katerina Mlcochova	mlcochova@porg.cz
Principal	Barbora Gazdova	gazdova@porg.cz
Proprietor	Dagmar Dluhosova	dluhosova@porg.cz