



**TEMPLEMORE COLLEGE**  
**CARE AND WELLBEING POLICY**



Policy Area	Schools
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## Care and Well-Being Policy

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### Introduction

Templemore College of Further Education has a care and well-being approach which seeks to respect and nurture the quality of all relationships in the college community. It promotes effective and caring leadership and partnership among all the members.

Care and well-being is taken as a whole college responsibility engaging students and all staff members. The essence of our policy is to 'promote the moral, spiritual, social and personal development of students', as stipulated in The Education Act (1998).

Our care and well-being policy has been drawn up in the context of our college and its mission statement, code of discipline and other policies. Care and well-being is integrally linked with our Guidance Counselling Policy.

### The Care and Well-being Team

The Care and Well-Being team will normally meet on a monthly basis throughout the academic year. Membership of the team will include the following:

#### Principal

The Principal deals with the Board of Management in regard to students' welfare and discipline. Referrals from the Co-Ordinators go through the Principal to the Board of Management where applicable. The Principal maintains regular contact with teachers, students and parents (if a student is under 18) as and when necessary. The Principal oversees the Whole College Programme of which Guidance Counselling/Learning Support is an important component.

#### Deputy Principal

The Deputy Principal is involved in the welfare of all students throughout their time in Templemore College of Further Education. The Deputy Principal monitors the progress and welfare of students as directed mainly by Programme Co-Ordinators. The Deputy Principal works with the Principal, and teachers and suggests supports/makes interventions where necessary.

#### Guidance Counsellor

The Guidance Counsellor is responsible for providing counselling support to student. The Guidance Counsellor meets each class group twice a year to inform them of care and wellness approaches and interventions. The Guidance Counsellor will liaise with the Care and Well-Being team, teachers<sup>1</sup>, Co-Ordinators and the Principal and Deputy Principal where applicable.

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<sup>1</sup> The term 'teacher' includes staff members who may also describe themselves as tutors, facilitators, etc.

## **Course Co-ordinator**

The role of Course Co-ordinator demands greater contact/understanding of the students and their behaviour than is demanded of the subject teacher. It allows a better chance of relating to students and may prove helpful to a student coping with difficulties as they arise. Co-Ordinators communicate with other members of staff regarding students in their group, with the permission of the student. The Co-ordinator provides regular reports to the Principal.

## **Confidentiality**

Personal student information will be shared only on a 'need to know' basis as laid out in the 'Child Protection Guidelines' and Data Protection Guidelines.

## **The Role of the Guidance Counsellor in care and well-being provision**

The Guidance Counsellor helps students to make decisions, solve problems, change behaviour or effect changes in their lives. Counselling is offered on an individual or small group basis. The focus of counselling may be on personal, educational or career-related issues. The Guidance Counsellor engages in a two way process of consultation with students, teachers, college management and referral agencies.

The following are the key elements of referral and counselling:

- College management, teachers, learning support may refer students to the Counsellor. Students may also self-refer and consult the Counsellor resulting in the issue of an appointment.
- The voluntary participation in counselling of the referred student must be respected by all concerned.
- The Guidance Counsellor may recognise that an individual student needs assistance from other qualified helpers outside of college and organizes the provision of such assistance following agreed procedures with the college and local agencies.
- The College employs a Counselling Psychologist. As well as her/his own referrals, the Counsellor manages referrals from the variety of sources outlined above.
- Particular care is taken to involve all interested in the student's welfare and information will be shared as appropriate on a need-to-know basis.
- Recommendations are made about appropriate agencies.
- Where a referral is made, a detailed referral document is prepared and forwarded to the appropriate agency. The Counsellor liaises with the individual psychologist/psychiatrist and provides subsequent support for the student.

## **Integrated care and well-being**

There are a number of integrated aspects with a strong link to the care and well-being programme of the College.

## **Course co-ordinators contribution**

The course co-ordinator is a designated staff member for each programme and their role in the Care and Well-Being Policy is detailed above.

## **Student Welfare Awareness**

Organised by various programmes - information provided to students on a range of topics. Such topics include Drug & Alcohol awareness, mental health, sexual health, financial issues, tax, housing and rent topics. Presented through a variety of mediums including talks, posters, leaflet handouts, guest speakers etc.

## **Policy Monitoring and Evaluation**

Effective policy requires constant monitoring and evaluation to ensure successful implementation and to review what adjustments may be necessary from time to time.

The Principal will be responsible for monitoring the implementation of this policy and will inform the Board of Management annually of this.

At specified times during the life of the policy an evaluation of its effectiveness is required. This review will have the following elements:

- The evaluation will include consultation with students and staff as to its effectiveness in meeting its stated aims.
- Leading a process to articulate and implement new developments in the care and well-being area with particular reference to the Care and well-being Policy. Such a review should occur every two years.