

Ayesha Siddiqa Girls  
School

**STUDENT WELFARE  
POLICY**

## Madani Girls School

### **STUDENT WELFARE POLICY**

#### **Aims:**

To support the pupils in the school who may have personal, social and/or other problems that may impinge on their ability to concentrate on their studies or perform in school.

#### **Responsibilities**

- Mrs Farooq is the welfare officer for the school, speaking to pupils and providing support and guidance to those that are in need.
- Head teacher directly oversees her role.

#### **Procedures**

- Students who have personal or welfare concerns may make appointments to see the welfare officer at appropriate times.
- Teachers who have concerns over pupils may forward the names of pupils to the welfare officer or direct pupils to the officers.
- The welfare officer may arrange to see pupils outside lesson time i.e. during break or after school. Where it cannot be avoided and is absolutely necessary, the welfare offices may need to see pupils during lesson times. If this is the case, the subject teacher and the Head's office should be informed prior to the lesson where possible (or immediately where this has not been possible).
- The welfare officer will avoid seeing pupils during exam or test sessions.
- Any pupils kept after school for welfare meetings, will have parents notified/contacted beforehand.
- Pupil cases and information should be recorded and filed securely.
- The information about pupils where necessary, should be kept confidential from other pupils and staff who may not require access to such information. Please note that form tutors may need to be informed where relevant.
- Any child protection related or other matter should be forwarded to the relevant person/officer i.e. Designated Child Protection officer (DCPO).
- In the absence of the DCPO or relevant staff, matters of concern should be forwarded to the Head teacher.
- Access to the student welfare file should be made available to the Head and Deputy Head for monitoring purposes.

Reference to this policy should be made with other school policies including:

- The child protection policy
- Procedures for allegations against staff

**Signed and approved by Head Teacher:**

**Signed and approved by School Chair of governors:**

***Updated: Jan 2011***

***Review: Jan 2012***