

Pastoral Care

This guide is also available on the school website.

NEVER BE AFRAID TO ASK FOR HELP

Some adults whom you could approach if you have a question or are experiencing a problem are your Student Prefects, Dean (Roll Call Teacher), your Head of School or a Administration.

DISCIPLINE - RESTORATIVE JUSTICE

The school discipline system is based on the premise that there are consequences for actions. It endeavours to be consistent and fair and is underpinned by the principles of natural justice.

For the school community to operate as a safe learning environment where all strive for personal excellence, it is important that clear boundaries are established. Along with the mission statement, school values are embedded in the Code of Conduct and School Rules.

What happens when things go wrong?

The Christchurch Adventist School teaching staff is committed to restorative processes. Classroom teachers and Senior Management all aspire to build relationships with our students. We seek to address an issue in a low-key way, to communicate with the students so that the problem is addressed and the behaviour corrected. We also value communication with parents/caregivers as we seek solutions.

Restorative processes are a part of classroom and school-wide practices and could include:

- A Teacher or Dean may meet a student at lunchtime to talk through a problem.
- A Peer Mediator may meet with students to resolve issues.
- A DP may meet with a student and teacher to facilitate a resolution.
- The Principal may facilitate a family conference.

PASTORAL CARE

In the case of serious issues, a formal restorative conference may take place. Consequences for actions are a part of the discipline process. Students are encouraged to identify who has been harmed by their actions and to put right the wrong. By recognising their behaviour, students can then receive support to change or improve. We also endeavour to listen to their concerns and build relationships based on respect.

Consequences differ according to the situation. They may include a detention, cleaning graffiti, behaviour contracts, or in the case of repeated or serious misconduct, or for the non-recognition of misbehaviour, a suspension could be a last resort.

At all times, the needs and rights of each individual member of the Christchurch Adventist School community must be considered so that all students and staff can work in an environment conducive to effective learning.

A teacher may send you to Time Out if your behaviour or attitude is interrupting a class or you are not focused on completing your work.

If told to go to Time Out what should I do?
You should go to the Time Out Room without arguing.

What happens in Time Out?
You will be given instructions – usually you will fill out an information sheet and continue with your class work.

Will I be punished for being sent to Time Out?
It depends upon the circumstances. If you go

quietly there may not be further consequences, if you correct your behaviour. Repeated occurrences or serious misbehaviour will incur a consequence.

What if I think it is unfair?

You must still go to Time Out. However, if there are issues that you believe you need to talk through with the teacher you should meet with your teacher to discuss them at another time. After meeting with your teacher you can make an appointment to see your Dean if there are unresolved issues.

What will happen if I refuse to go to Time Out?

A member of the Senior Management will become involved. There will be a consequence for disobedience.

TIME OUT IS JUST THAT – time out for you to reflect on what has happened and what can be done to prevent it happening again. It gives each party breathing space.

Keep C.A.S Bully proof

Say “No” to bullying

Some people think bullying is a part of growing up, that it doesn't do any harm and helps you toughen up. Bullying is a concern for many students.

In a recent survey, one in five pupils said bullying was an issue for them. So, if you have a problem with bullying, you are not alone.

What is Bullying?

Bullying includes –

- Verbal (being called names)
- Social (no-one talking to you)
- Material (your things damaged)
- Mental (being threatened or forced to do things)
- Physical (being hurt)

Who gets picked on?

Anyone can be bullied and many students may

get bullied for no reason.

Why do people bully?

People who bully are lacking in confidence, unhappy, jealous, and have been bullied themselves. The bullies bully because it makes them look tough, makes a group feel closer, to show off, gain attention or gain material things, get rid of their anger and get some fun out of other people's fears.

Why is it hard to talk about being bullied?

It's hard to talk about bullying because you may be nervous about what may happen to you from the bully, how people might see you, you don't want to worry people, you don't want to be a tell-tale and you may blame yourself.

What harm does bullying do?

Bullying can make you feel lonely, unhappy and make you feel something is wrong with you. You may lose your confidence, feel ill and take out your frustrations on your family.

Why do people get away with it?

There are a lot of reasons why people get away with bullying. Probably the biggest reason is that few people report it. Only one in three bullied pupils report it in school, and only one in two tells someone at home. It grows in secrecy and festers. Bullies threaten people not to say anything. Others think it is not worth bothering about it.

Many students do not want to be seen as a 'tell tale' or 'narker' or don't want to get involved. However, you are encouraging bullying if you ignore it or do nothing about it.

We have all got a part to play

We should not:

- Stand by and watch
- Encourage bullying
- Give anyone a hard time because they are different

We should:

- Do something if we see bullying (there are no innocent bystanders)
- Show that we think it's stupid
- Try to help anyone who is being bullied

What can you do if you are bullied?

DON'T

- **Blame yourself** – most people have been bullied at some time. So don't feel there is something wrong with you. You are NOT the problem, the bully is. Don't think you deserve to be bullied, it is not your fault.
- **Think like a victim** – if someone is making you feel bad about yourself, it is important to feel good about yourself. You might list and remind yourself about all the good things about you. Spend some time on your interests and skills. If you are different in any way – **BE PROUD OF IT.**
- **Put yourself at risk** – avoid risky places where bullying happens. For example, avoid being last in the changing rooms. If in danger, keep away. Leave expensive things at home and don't boast about money. Keeping safe is more important than losing things. Give up what they want if you are being threatened.
- **Show you are upset** – try not show you are upset, even though it is difficult. Don't provide fun for the bully.

DO

- **Ignore it** – you know that a bully will have problems of her own. Tell someone so that someone can do something to help her.
- **Make friends** – think about some interest you will like to learn about.
This school has so many interests and hobbies to be part of. There is an opportunity to meet new people.
A smile and hello to new people can go a long way to making a new beginning.
- **Stay calm** – think to yourself that what is happening is not acceptable. Don't react to the bully, ignore it then tell someone.
- **Look confident** – by looking as though the bully is not hurting you, or you are running away, don't give them the opportunity to laugh at your discomfort.
- **Keep in control** – this is not a case for 'an eye for an eye', don't get angry, stay in control, take a breath and move off in another direction.

Remember:

- **C.A.S IS A CARING AND SAFE LEARNING ENVIRONMENT.**
- **BULLIES NEED OUR HELP**

- **BEING BULLIED IS NOT YOUR FAULT AND IS NOT A PART OF GROWING UP**
- **IF YOU ARE BEING BULLIED – THERE IS ALWAYS SOMEONE TO HELP**

Harassment

Harassment (sexual, racial or otherwise) is a form of discrimination or intimidation which can adversely affect the learning and personal development of students. Students and staff should therefore be free from any form of harassment (sexual or otherwise) at school or in the school-related environment. It is of paramount importance that all those who are associated with Christchurch Adventist School are not subjected to harassment (sexual or otherwise) of any kind.

Report all forms of harassments

In the event of *racial or sexual harassment* the complainant is encouraged to make it clear to the offender verbally or in writing that such behaviour is unacceptable.

The role of a contact/support person is to empower the complainant to resolve the problem. They should provide confidentiality and be an active listener. They should provide the complainant with a range of options that may include:

- the opportunity to talk about the issue
- time to think before deciding on a course of action
- the contact/support person to take the complaint on behalf of complainant.
- Suggesting the withdrawal of complaint to take the complainant to the next step.