

## Pastoral Care Policy

<b>Policy Number:</b>	P2	<b>Date Created:</b>	August 2018
<b>Responsibility:</b>	Aspire2 Quality Director, General Manager, Quality Assurance Coordinator, Registrar, Programme Managers, Tutors	<b>Review Date:</b>	July 2023
<b>Approval:</b>	General Manager, Aspire2 Quality Director	<b>Version:</b>	3
<b>PTE Applicable to:</b>	Cornerstone Education LTD (BMP) Naturopathic College of New Zealand.		

### Purpose

To ensure that the PTE is physically and emotionally safe place for all students and staff.

### Responsibility

**Student Support Coordinator** assists absence follow up and monitoring of high risk students, provides referral to external agencies for student care and general guidance to all students. Ensures opportunities for the student voice are scheduled, implemented and followed up e.g. student surveys.

**Quality Assurance Coordinator** ensures activities and self-assessment opportunities to evaluate the student experience are scheduled, implemented and monitored to provide continuous improvement to support student success, learning and experience.

**Tutors** support student learning, identify and discuss issues affecting students or their success, provide follow up actions and referral to internal support, and encourage good work habits.

**Programme Managers** support and encourage a positive student journey, and safety of all students, by following up support or discipline issues and guiding student decision making.

**General Manager** provides leadership and a culture centered around students. Supports the appeals process and decision making.

## Policy

1. Students' wellbeing is promoted at all times. The PTE will provide guidelines for students to make good choices to include learning areas, tasks/activities and other opportunities.
2. The PTE will respond to wellbeing related concerns, issues and incidents. Students are assisted in identifying issues and support needs to include educational, emotional, physical, mental, social, and spiritual dimensions.

Based on good quality assessment of information, students or group of students are identified

- a. Who are not achieving,
  - b. Who are at risk of not achieving,
  - c. Who have special needs, and
  - d. Aspects of the programme which require particular attention.
3. The PTE will ensure to be able to notice and respond to student's who have high risk issues (behavior or success) and liaise with agencies to provide support for students.
  4. The privacy of the student will be respected at all time. Issues or concerns relating to the students are kept private.
  5. The PTE will evaluate the effectiveness and impact of their responses to particular wellbeing-related events, issues and concerns.
  6. The PTE will ensure the availability of accessible, effective and culturally appropriate information relevant to students' study, academic material and required study and pastoral assistance to support academic achievement.
  7. The PTE will ensure mechanisms are in place to enable students to advocate for their rights and have access for advocacy support when required.

## Relevant Legislation

- Human Rights Act, 1993 and Human Rights Amendment Act, 2001
- Education and Training Act 2020
- Privacy Act 2020