**Pastoral Care Log**

### **Pastoral Care Log Instructions**

This log is designed to document ongoing pastoral care interactions and student wellbeing. Complete a new entry for each significant interaction or observation.
Confidentiality Notice:Information recorded in this log is confidential and should only be shared with appropriate staff members on a need-to-know basis in accordance with the school's confidentiality policy.

# **Pastoral Care Log**

Student InformationStudent Name:Year Group/Grade:Boarding House:Boarding Tutor Name:
Interaction DetailsDate of Interaction:Time of Interaction:Location:Nature of Interaction:Please selectScheduled meetingStudent-initiated conversationTutor-initiated conversationObservation of behavior/wellbeingGroup activity or discussionParent communication follow-upOther (please specify below)If 'Other', please specify:
Content of InteractionKey Topics Discussed or Concerns Raised:Areas of Discussion (check all that apply):Academic progress or concernsSocial relationships or peer issuesEmotional wellbeingBehavioral concernsPhysical health or medical issuesFamily mattersHomesicknessExtracurricular activitiesFuture plans or aspirationsOther (please specify below)If 'Other', please specify:
Observations and AssessmentObservations of Student Wellbeing:Overall Wellbeing Assessment:Please selectExcellent - Thriving in all areasGood - Generally positive with minor concernsFair - Some concerns requiring monitoringConcerning - Significant issues requiring interventionCritical - Immediate intervention requiredAdditional Assessment Notes:
Actions and SupportActions Taken or Support Provided:Type of Support Provided (check all that apply):Active listening and emotional supportAdvice or guidancePractical assistanceAcademic support or tutoringReferral to other staff/servicesParent/guardian contactOther (please specify below)If 'Other', please specify:Referrals Made (if applicable):
Follow-upFollow-up Required:Please selectYesNoMaybe - will reassessFollow-up Actions Planned:Target Date for Follow-up:
Confidentiality ConsiderationsConfidentiality Level:Please selectStandard - Can be shared with relevant staffSensitive - Limited sharing on need-to-know basisHighly Sensitive - Restricted to minimal staffSafeguarding Concern - Share with DSL onlySpecific Sharing Restrictions or Notes:Remember: Information in this log must be handled in accordance with data protection regulations and the school's confidentiality policy. Share only with those who need to know to support the student effectively.
Record CompletionLog Completed By:Date Completed:Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Boarding Tutor Reference Guide | Pastoral Care Log | Page 1 of 1This log forms part of the student's pastoral care record and should be stored securely.

## **Student Information**

Student Name:
Year Group/Grade:
Boarding House:
Boarding Tutor Name:

## **Interaction Details**

Date of Interaction:
Time of Interaction:
Location:
Nature of Interaction:Please selectScheduled meetingStudent-initiated conversationTutor-initiated conversationObservation of behavior/wellbeingGroup activity or discussionParent communication follow-upOther (please specify below)
If 'Other', please specify:

## **Content of Interaction**

Key Topics Discussed or Concerns Raised:
Areas of Discussion (check all that apply):Academic progress or concernsSocial relationships or peer issuesEmotional wellbeingBehavioral concernsPhysical health or medical issuesFamily mattersHomesicknessExtracurricular activitiesFuture plans or aspirationsOther (please specify below)
If 'Other', please specify:

## **Observations and Assessment**

Observations of Student Wellbeing:
Overall Wellbeing Assessment:Please selectExcellent - Thriving in all areasGood - Generally positive with minor concernsFair - Some concerns requiring monitoringConcerning - Significant issues requiring interventionCritical - Immediate intervention required
Additional Assessment Notes:

## **Actions and Support**

Actions Taken or Support Provided:
Type of Support Provided (check all that apply):Active listening and emotional supportAdvice or guidancePractical assistanceAcademic support or tutoringReferral to other staff/servicesParent/guardian contactOther (please specify below)
If 'Other', please specify:
Referrals Made (if applicable):

## **Follow-up**

Follow-up Required:Please selectYesNoMaybe - will reassess
Follow-up Actions Planned:
Target Date for Follow-up:

## **Confidentiality Considerations**

Confidentiality Level:Please selectStandard - Can be shared with relevant staffSensitive - Limited sharing on need-to-know basisHighly Sensitive - Restricted to minimal staffSafeguarding Concern - Share with DSL only
Specific Sharing Restrictions or Notes:
Remember: Information in this log must be handled in accordance with data protection regulations and the school's confidentiality policy. Share only with those who need to know to support the student effectively.

## **Record Completion**

Log Completed By:
Date Completed:
Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_