

Wellbeing

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

Chaplaincy-CHAP ONLY

Author: *Chaplains*

Target Audience: *Chaplains & Senior Leadership*

Purpose & Description: *Note & record taking for Chaplains. A Pastoral Moderator may need to edit visibility in the case of conflict of interests (ie. a Chaplaincy record about a child of a senior-leader).*

Chaplaincy records are highly confidential

Chaplaincy STATS can be downloaded from PC to create a SWAN Record of Evidence.

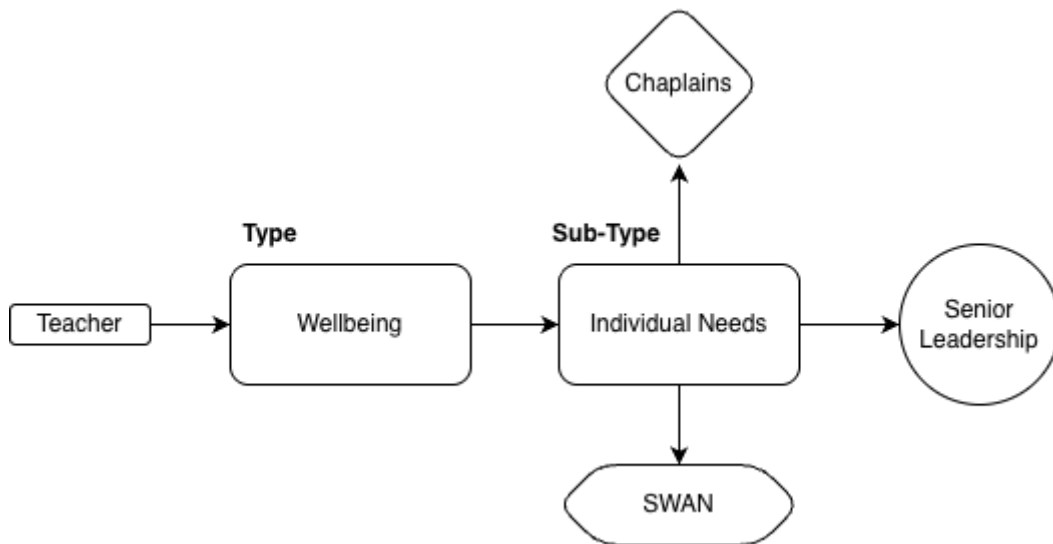
Individual Needs

Author: *Teacher*

Target Audience: *Chaplains / SWAN / Senior-Leadership*

Purpose & Description: *A place for teachers to record individual needs of a student.*

There is some ambiguity about this sub-type and it's purpose



Attendance

Author: Deputy & Class Teachers & TAG Teachers

Target Audience: Senior Leadership & General Teaching Staff

Purpose & Description: To record attendance concerns & observations, for example: a student has missed school for X consecutive days, or a student has missed 'maths' for X consecutive days.

Work is currently being completed on an Attendance Tracker App to help capture this data.

Concern - ReferToLeadership

Author: Teacher

Target Audience: Senior Leadership

Purpose & Description: A mechanism to record notification of a confidential concern to leadership. Leadership may then choose to share this via the 'Concern-FYI' record sub-type.

Pulse Alert

Author: Teacher, Year Co-ordinator, Deputy

Target Audience: Chaplains & Senior Leadership

Purpose & Description: A place for records to be created in response to reviewing Pulse data.

Support Services

Author: *Teacher or Leadership or Teacher Aide*

Target Audience: *Teacher or Leadership or Chaplain*

Purpose & Description: *To record students receiving support services*

There is some ambiguity about this sub-type and it's purpose

Feedback from Sec SWAN - if this is for allied health, this isn't the right place to have this record type.

Concern-FYI

Author: *Teacher or Leadership or Chaplain*

Target Audience: *Teaching Staff*

Purpose & Description: *A general record to notify teaching staff about a concern. Should not be confidential in nature in general record. Confidential records can be included in 'Confidential' section.*

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