



Hereford Sixth Form College Early Help Offer

At Hereford Sixth Form College we recognise the challenges that families face in bringing up children. There may be times when you need extra help and support. If this is the case, please come and talk to us. There are many ways in which we can help through internal support services offered or signposting to external support as outlined in this offer of early help. Providing Early Help to our students and families at Hereford Sixth Form College means we are more effective in promoting support as soon as we can.

Key Personnel:

The **Designated Safeguarding Lead** (DSL) and Director of Safeguarding, Inclusion and Development is:

- John Pratt: email: jpp@hereford.ac.uk

The **Deputy Designated Safeguarding Lead** (DDSL) is

- Matt Bunston, Safeguarding and Pastoral Support Manager: email: matt.bunston@hereford.ac.uk
- Phil Tranter, Vice Principal – Admissions and Operations: email pjt@hereford.ac.uk
- Pippa Denman, Head of Learning Support: email p.denman@hereford.ac.uk
- Gemma Cosgrove-Ball, Lead Tutor: email g.cogrove-ball@hereford.ac.uk
- Jane McDonnell, Lead Tutor: email j.mcdonnell@hereford.ac.uk
- Leila Jackson, Lead Tutor: email Leila.jackson@hereford.ac.uk
- Trish Donnelly, lead Tutor: email t.donnelly@hereford.ac.uk

The **nominated safeguarding governor** is:

- Danielle Thompson: email d.thompson@hereford.ac.uk

The **Principal** is:

- Catherine Brearey: email: cak@hereford.ac.uk

The **Chair of Governors** is:

- James Millar: email j.millar@hereford.ac.uk

At Hereford Sixth Form College we meet the needs of our students through a variety of ways:

- A designated safeguarding team. The safeguarding and child protection policy can be found on our website.
- Lead tutors and Personal tutors monitor attendance and are the student's first point of call for anything they wish to discuss. They are situated in the Personal Tutorial Hub and can be contacted directly by phone or by e-mail or Teams.
- College counsellors five days a week
- College Chaplain support

- Student Wellbeing and Mental Health advisor 4 days a week
- The Head of Learning Support is responsible for the learning support team. The learning support staff can provide one to one support and also offer drop-in sessions across the week
- A Health Well-Being and Fitness to Study protocol and assessment which looks at reasonable adjustments to a student's programme of study when they have had serious health conditions and ways that extra support can be offered
- Quieter study areas around college and a quiet room known as the 'Sanctuary' which is accessible to all students.
- A dedicated Careers team to provide specific help with careers, volunteering, work experience, university options
- Access to designated Young Carer support (see own Personal tutor)
- A Child Looked After Teacher (Helen Osborn: email hmm@hereford.ac.uk)

Keeping Children Safe in Education 2022 it makes it clear that staff should be aware of their local early help process and understand their role in it. In addition, this statutory document makes it clear that any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a student who:

- is disabled and has specific additional needs; - has special educational needs (whether or not they have a statutory education, health care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance that presents challenges for the student; such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child

Everyone needs help at some time in their lives and therefore an ethos of early help is important for any college. The coordinated Hereford Sixth Form College offer of Early Help is outlined in the table below. We believe that early interventions for children or families, in many cases, will prevent young people from experiencing harm. At all times, staff should consider if there is any offer of Early Help that we can make in order to help a student. We also liaise with other agencies and people within the local community. In the table below is the College's Early Help offer and some external organisations that can support children, young people and their families

What is Hereford Sixth Form Colleges Early Help Offer?

<p>Lead Tutors</p> <p>Your Child's Lead Tutor will depend on the personal tutor which they have. Details of the students Director of Studies can be found on the Student and Parent portal</p>	<ul style="list-style-type: none"> • Gemma Cosgrove-Ball, Lead Tutor: email g.cogrove-ball@hereford.ac.uk • Jane McDonnell, Lead Tutor: email j.mcdonnell@hereford.ac.uk • Leila Jackson, Lead Tutor: email Leila.jackson@hereford.ac.uk • Trish Donnelly, lead Tutor: email t.donnelly@hereford.ac.uk
<p>Personal Tutors</p> <p>Each student has a personal tutor who is usually the first point of call for any help a student may need. Tutors deliver a tutorial programme and provide attendance monitoring and support. All of our tutors have received training with regards mental health, including many who have undergone Mental Health First Aid training and a range of bespoke pastoral training. There is always a Lead Tutor on duty in the Personal Tutor hub for students who need to access support or guidance during the college day</p>	<p>Details of each students' Personal tutors is also detailed on the Student and Parent Portal. Call and speak to reception who will be able to put you through to a tutor or take a message.</p>
<p>Learning Support department</p> <p>Staff in this department can provide;</p> <ul style="list-style-type: none"> • One to one support, • Drop in learning support across the week for a range of study skills and revision strategies • Assessments for exam access arrangements • Support for students with disabilities • Core support and supervised study sessions • Quiet study rooms, supervised by learning support 	<p>The learning support department is based on the first floor of the Risbury Building.</p> <p>The Head of Learning support is Pippa Denman, email: p.denman@hereford.ac.uk</p>

<ul style="list-style-type: none"> • Mentoring for students with specific SEND needs • Support for students who have an EHCP 	
<p>The Well Being Centre team</p> <p>The Wellbeing Centre provides a range of support for students in one place;</p> <ul style="list-style-type: none"> - College Counselling Service <p>The College Counselling Service offers confidential drop-in sessions for students as well as counselling appointments and can also signpost students to other kinds of support inside and outside of College. If students feel unhappy or stressed, talking things over either as a 'one off' or over a number of sessions, can help you to make sense of how you feel and to find new ways of dealing with problems, without being judged or told what to do. Examples of personal issues that students bring to counselling include problems at College, bereavement, abuse, family problems, relationships/sexuality, eating problems, drug or alcohol issues, self-harm, and panic attacks. These are just a few examples, but you can talk about anything that is causing difficulty in your life.</p> <ul style="list-style-type: none"> - The Mental Health and Student Well-Being Adviser <p>Sometimes students are concerned about their mental health or well-being, or perhaps they are worried about a friend or family member and need to talk things through with someone who is not a teacher or a parent.</p> <p>To help students make informed decisions about the issues that affect their lives, the Mental health and Well-Being Adviser provides confidential information, advice and support on a range of personal issues</p>	<p>The Counselling Service is based in Room A158 & A159 in the Well-Being Centre. This is on the first floor of Aconbury building, above the Library.</p> <p>Students can contact the Counselling Service by text: 07595 611112, email counselling@hereford.ac.uk, at a Drop-In, or can ask a member of staff to arrange an appointment.</p> <p>Students can Drop-In without an appointment on Monday, Tuesday, Thursday and Friday between 9.00am-9.30am and on Wednesdays 1.30pm-2.30pm.</p> <p>Students will usually be offered their first appointment within a week. If there is a waiting list the counsellor will explain this to the student and will tell you about other kinds of support that are available.</p> <p>The Mental health and Student Well-Being Adviser provides a drop in service every day except Wednesdays from 11.00am-2.00pm and is based in Room A161 in the Well-Being Centre (on the first floor above the Library).</p> <p>Rosie Webley, email: r.webley@hereford.ac.uk</p>

<p>including sexual health and healthy relationships, emotional issues, keeping safe, housing, finance benefits and legal rights</p> <p>- College Chaplain</p> <p>Our ecumenical Chaplain, Deborah, is actively involved in the life of the College in various ways.</p> <p>The Chaplain’s principal role is to be freely available to all students of any faith and none, to offer help and advice, support and encouragement.</p> <p>This may be especially helpful at difficult or challenging times when you may have particular problems or concerns you would like to discuss, and these do not need to be limited to spiritual matters only. The Chaplain is accessible for confidential consultations on Mondays and Tuesdays from 11.00am - 2.00pm.</p> <p>Sport and Physical Wellbeing Manager</p> <p>The Sport and physical wellbeing coordinator provides advice to students upon all things regarding health and exercise. You can discuss or receive practical coaching in areas including weight management, getting started with exercise or reducing stress, anxiety and depression.</p>	<p>The Chaplain is in College on Mondays and Tuesdays and her office is Room A159 in the Well-Being Centre. This is on the first floor of Aconbury building, above the Library.</p> <p>College Chaplain, Deborah Jackson, email: d.jackson@hereford.ac.uk</p> <p>To arrange a meeting to get started you can email Ben Parfitt at: bjp@hereford.ac.uk</p>
<p>Mental Health Support</p> <p>Directors of Studies and most of the Personal tutors/lead tutors have completed Youth Mental Health First Aid and suicide prevention training. The DSL and Senior College Counsellor have completed Applied Suicide Intervention Skills Training. A quiet room ‘The Sanctuary’ for students who</p>	

<p>have anxiety is easily accessible to students. Activities for national events such as World Mental Health day and Time to Talk day.</p> <p>Promoting positive mental health through tutorial sessions and tutorial bulletins.</p> <p>Close links with external agencies including GP's, CAMHS and Adult services to help support students with any Mental health issues and accessing appropriate support to meet their needs.</p>	
<p>The Careers team</p> <p>Located in the library the careers team provide 1-1 careers appointments for students, work experience and visits to employers, University talks and support for UCAS applications as well as running an annual meet your futures events and providing Careers parents evenings during the course of the year. They are also instrumental in developing careers education resources which are delivered during tutorial sessions. There is access to a careers reference library which all students can utilize during their time at college</p>	<p>Referrals can be made for 1-1 appointment to the careers team by the students personal tutor or students can email them direct on careers@hereford.ac.uk</p>
<p><u>The Student Support Team</u></p> <p>The caring and friendly Student support team are on hand to help students in whatever way they can.</p> <p>They can give students directions around the College and information about other services provided by the College. In addition to this, the Student Support Team Office is the main issue and collection point for a whole range of items including:</p> <ul style="list-style-type: none"> • Meal vouchers. • Timetables. • Print credit. • Lost property. 	<p>The Student Support team are based in the PAC foyer near the Pavilion and are on hand throughout the college day to assist you with any general enquires or problems you may have.</p>

<p>The team also hire out lockers for laptops, cycling helmets, sports equipment and clothing.</p> <p>First Aid - The Student Support Team will also help you if you feel unwell at College or require first aid. We can assist with contacting your parents and making arrangements for you to go home. The team operate an open door policy for anyone who is in need of a chat or some quiet time.</p>	
<p>Financial Support</p> <p>Clare Edmonds, the Student Finance Officer, is responsible, in liaison with the Finance Director, for administering the bursary fund and the EMA scheme.</p>	<p>Clare can be found in room A024 or you contact her via e-mail: cle@hereford.ac.uk</p>

We also liaise with a wide range of external agencies to provide the most appropriate support for all of our students. As we are located in Hereford a link to the Herefordshire Directory of Early Help Services is detailed below:

[Herefordshire Directory of Early Help Services 2022](#)

It must also be recognized that we have a number of students who do not reside within Herefordshire and in these circumstances where a student lives in a different locality, local early help and external support agencies would be researched and accessed to provide the best possible support to each individual student.