FREE SCHOOL STAFF PROMPT SHEET

Pastoral Conversation Prompt Sheet

A calm structure for a first conversation. Use professional curiosity, record factually and follow your school's safeguarding and recording procedures.

1. Prepare - what have I actually noticed?

Write observable facts rather than labels or assumptions:

Aim for this conversation:

Private place / suitable time:

2. Open and listen

Try:

- 'I have noticed... How have things been for you?'
- 'What would make today feel a little easier?'
- 'Who already helps you when things feel difficult?'

Avoid leading questions, blame and rushing to fix it. Allow silence and check you have understood.

3. Record the key points

The pupil's words - use exact words where important:

What has changed / when / where:

Strengths, trusted adults or support already in place:

4. Agree one clear next step

ACTION OR SUPPORT	WHO	BY WHEN

If a safeguarding concern or disclosure arises

Do not promise confidentiality or investigate. Listen, reassure, make a factual record and report promptly to the DSL or deputy in line with school policy. If unsure, speak to the DSL. Call 999 if someone is in immediate danger.

This prompt sheet supports - not replaces - Keeping Children Safe in Education, your school's policies, professional judgement and approved recording system. Keep pupil information secure and do not send identifiable information to The Pastoral Hub.