

# Mental Health and Wellbeing Policy St Botolph's CE Primary SCHOOL

## Policy Statement

*Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community. (World Health Organization, 2014.)*

## Our policy aims:

- To promote positive mental health in all staff and pupils;
- Increase understanding and awareness of common mental health issues
- Alert staff to early warning signs of mental health issues;
- Provide support to staff working with pupils with mental and emotional wellbeing issues;
- Provide support to pupils with mental and emotional wellbeing needs, their peers and parents/carers;
- Provide support to staff with their own mental, health and emotional wellbeing needs.

## Scope

This document describes the school's approach to promoting positive mental health and wellbeing. This policy is intended as guidance for all staff including non-teaching staff and governors. The policy works in conjunction with the Anti-Bullying policy, Behaviour policy, Medical conditions policy, Equality and Diversity policy, SEND policy, Child protection and Safeguarding policy, Spiritual, Moral, Social and Cultural policy.

## Our school will therefore:

- Establish and maintain an ethos to actively promote emotional wellbeing where children and staff feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to support improved emotional intelligence;
- Ensure every effort is made to establish effective working relationships with parents/carers and colleagues from other agencies.
- Ensure that staff are aware of support available for their own needs.

## Addressing Needs (mechanisms to support children and staff)

- Promote a culture which supports and encourages self-disclosure.
- Provide a framework for responding appropriately to mental health wellbeing.
- Recognise that staff have the responsibility to alert others to potential and actual indicators of mental health needs and to take action whenever necessary.

- Co-operate with other organisations involved in the delivery of mental health and emotional support services.
- Observe the principles of confidentiality and data protection in respect of mental health and emotional wellbeing.

### Staff responsible

Whilst all staff have a responsibility to promote the positive mental health of all students and staff, staff with specific remit include:

- Xxxx – Headteacher
- Xxxx – Deputy Headteacher/Head of school/Assistant Headteacher
- Mrs Nicola Robe – Family and Mental Wellbeing Lead (FMWL)

Any member of staff who is concerned about the mental health or wellbeing of a student should in the first instance speak to the Headteacher and thereafter to Nicola Robe (FMWL) who will then coordinate a plan of work with the pupil and their family where required. This may be 1:1 work or on a group basis. All processes in place are accountable and transparent for the protection of pupils and staff. Robust records of all work will be appropriately maintained and termly reports are prepared for the Headteacher and School Governors in order that they are aware of the services provided by the FMWL.

### Signposting

We will ensure that staff, pupils and their parents/carers are aware of sources of support both within school and within the wider community. We will do this by displaying sources of support in communal areas such as the entrance hallway, communal areas and the staff room.

If further specialist advice is required, the FMWL will contact the relevant services and make the necessary referral.

### Warning signs

School staff may become aware of warning signs which indicate a pupil/member of staff is experiencing mental health or emotional wellbeing issues. These warning signs should always be taken seriously and staff observing any of these warning signs should communicate their concerns with the headteacher and Nicola Robe, our mental wellbeing lead. Many of these warning signs may also apply to staff.

Possible warning signs include:

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating or sleeping habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood
- Lowering of academic achievement
- Talking or joking about self-harm or suicide

- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour
- Skipping PE or getting changed secretly
- Lateness to or absence from school
- Repeated physical pain or nausea with no evident cause
- An increase in lateness or absenteeism

### Managing disclosures

A student may choose to disclose concerns about themselves or a friend to any member of staff so all staff need to know how to respond appropriately to a disclosure.

If a student chooses to disclose concerns about their own mental health or that of a friend to a member of staff, the member of staff's response should always be calm, supportive and non-judgemental.

All disclosures should be recorded in writing and held on the student's confidential file. This written record should include:

- Date
- The name of the member of staff to whom the disclosure was made
- Main points from the conversation
- Agreed next steps

This information should be shared with the Headteacher and mental wellbeing lead, Nicola Robe who will store the record appropriately and offer support and advice about next steps.

### Confidentiality

We should be honest with regard to the issue of confidentiality. If it is necessary for us to pass our concerns about a pupil on, then we should discuss with the student:

- Who we are going to talk to
- What we are going to tell them
- Why we need to tell them

### Working with All Parents/Carers

Parents are often very welcoming of support and information from the school about supporting their children's emotional and mental health. In order to support parents we will:

- Highlight sources of information and support about common mental health issues on our school website

- Ensure that all parents are aware of who to talk to, and how to go about this, if they have concerns about their own child or a friend of their child
- Make our mental health policy easily accessible to parents
- Share ideas about how parents can support positive mental health in their children through our regular information evenings
- Keep parents informed about the mental health topics their children are learning about in PSHE and share ideas for extending and exploring this learning at home.

#### Working with other agencies and partners

As part of our targeted provision the school will work with other agencies to support children's emotional health and wellbeing including working with or signposting to:

- The school nurse
- Educational psychology services
- Behaviour support through Oakfield pupil referral unit
- Paediatricians
- CAMHS (child and adolescent mental health service)
- Counselling services
- Family support workers
- GP's
- Children's Duty
- Supporting Leicestershire Families

#### Policy Review

This policy will be reviewed every 3 years as a minimum. It is next due for review in 2022.

This policy will always be immediately updated to reflect personnel changes.