Highcliffe St Mark Primary School

Mental Health and Emotional Wellbeing Policy

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Policy statement

At Highcliffe St Mark Primary we are committed to promoting positive mental health and emotional wellbeing to all pupils, their families and members of staff and governors. Our open culture allows pupils' voices to be heard, and using effective policies and procedures we ensure a safe and supportive environment for all affected - both directly and indirectly - by mental health issues.

1.0 Scope

This policy is a guide to all staff – including non-teaching and governors – outlining Highcliffe St Mark's approach to promoting mental health and emotional wellbeing.
It should be read in conjunction with other relevant school policies.

3.0 Policy Aims

- Promote positive mental health and emotional wellbeing in all staff and pupils.
- Increase understanding and awareness of common mental health issues.
- Enable staff to identify and respond to early warning signs of mental ill health in pupils.
- Enable staff to understand how and when to access support when working with young people with mental health issues.
- Provide the right support to pupils with mental health issues, and know where to signpost them and their parents/carers for specific support.
- Develop resilience amongst pupils and raise awareness of resilience building techniques.
- Raise awareness amongst staff and gain recognition from SLT that staff may have mental health issues, and that they are supported in relation to looking after their wellbeing; instilling a culture of staff and pupil welfare where everyone is aware of signs and symptoms with effective signposting underpinned by behaviour and welfare around school.

4.0 Key staff members

This policy aims to ensure all staff take responsibility to promote the mental health of pupils, however key members of staff have specific roles to play:

- Pastoral Staff – Di Mills, Eleanor Welsby
- Designated Safeguarding Lead – Gavin Withey
- SENDCO – Gemma Stiles
- SLT – Claire Barker (Headteacher), Gavin Withey (Deputy Headteacher) and Jacqui Fuller (Assistant Headteacher)
- Mental Health First Aid Champion – Gavin Withey
- PSHE Coordinator – Halle Ashbee
- ELSA (Emotional Literacy Support Assistant) trained staff – Di Mills, Ellie Welsby

If a member of staff is concerned about the mental health or wellbeing of pupil, in the first instance they should speak to the DSL. If there is a concern that the pupil is high risk or in danger of immediate harm, the school's child protection procedures should be followed.
If the child presents a high risk medical emergency, relevant procedures should be followed, including involving the emergency services if necessary.

5.0 Referral for Pastoral support

When a pupil has been identified as having cause for concern, has received a diagnosis of a mental health issue, or is receiving support either through CAMHS or another organisation, it is recommended that a referral for Pastoral Support should be submitted to one of our pastoral officers. The development of the plan for pastoral support should involve the pupil, parents, and relevant professionals. The plan could involve 1:1 or small group intervention in the form of pastoral or ELSA (Emotional Literacy Support Assistant) support. Typically, an ELSA would provide a 6-week block of support which would provide emotional and social skills support to children around a specific element of their need.

6.0 Teaching about mental health

The skills, knowledge and understanding our pupils need to keep themselves - and others - physically and mentally healthy and safe are included as part of our PSHE curriculum.

We will follow SCARF (Safety, Caring, Achievement, Resilience, Friendship. This is a PSHE teaching resource provided by Coram Life Education which offers a whole-school approach to wellbeing and mental health) to prepare us to teach about mental health and emotional health safely and sensitively.
Incorporating this into our curriculum at all stages is a good opportunity to promote pupils' wellbeing through the development of healthy coping strategies and an understanding of pupils' own emotions as well as those of other people.

7.0 Signposting

We will ensure that staff, pupils and parents/carers are aware of the support and services available to them, and how they can access these services.
Within the school and through our communication channels (newsletters, websites), we will share and display relevant information about local and national support services and events.
The aim of this is to ensure parents/carers understand:What help is available

- Who it is aimed at
- How to access it
- Why should they access it

- What is likely to happen next

8.0 Sources or support at school and in the local community

School Based Support

ELSA

ELSA are teaching assistants trained to provide emotional and social skills support to children. This support is suitable for any child who needs help for their emotional health, for a variety of reasons such as: anxiety, bereavement and self-belief. It is usually a 6-week block of sessions (often 1 per week) which aims to improve a pre-agreed aspect of the child's difficulty.

Pastoral Support

Longer term support and available for all children. This is often in the form of 1:1/small group sessions where children have a need for attention. This referral may be made by parents, teachers or by outside agencies.

It's Good To be Me Group

The aim of the group is to foster a positive sense of belonging at school and will cover the themes of friendship, self-care, hope & optimism, resilience and self-worth.

Colour Monster Group

For children in Reception, the aim of the group is to explore our emotions, understand how they make our bodies feel and to begin to manage the more uncomfortable emotions.

Friendship groups

For children who are experiencing friendship issues throughout the school. We can provide them with the skills and understanding of how to be a good friend and what to expect from a friendship. We can also support children in finding where to go if they want someone to play with or who to ask if they are upset or worried about friendships.

Zones of Regulation

This is often beneficial to children with ASD but also others that struggle to regulate their feelings. It aims to teach children, at an age-appropriate level, to manage some of their emotions. This intervention is most frequently used in KS2.

Young carers group

This group is held half termly with Ms Mills. Referrals are made to Miss Mills via School or parents where a child could be seen as providing a caring role for others within their family. We work closely with MyTime Young Carers groups to acknowledge, champion and support those young children at school.

If parents or staff want to discuss a referral for one of the above interventions, they can ask to speak to our SENDCO – Mrs Gemma Stiles via the school office.

Local Support

In BCP, there are a range of organisations and groups offering support, including the **CAMHS partnership**, a group of providers specialising in children and young people's mental health wellbeing. These partners deliver accessible support to children, young people and their families, whilst working with professionals to reduce the range of mental health issues through prevention, intervention, training and participation.

Dorset Healthcare Child and Adolescent Mental Health Services provide specialist help for you and your family if you are experiencing emotional and mental health difficulties. Visit their website and find out more.

9.0 Warning Signs

Staff may become aware of warning signs which indicate a pupil 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 alert (Gavin Withey or Di Mills) who are our Mental Health First Aiders.

Possible warning signs, which all staff should be aware of include:

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating / 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 secretively
- Lateness to, or absence from school
- Repeated physical pain or nausea with no evident cause
- An increase in lateness or absenteeism

10.0 Targeted support

We recognise some children and young people are at greater risk of experiencing poorer mental health. For example, those who are in care, young carers, those who have had previous access to CAMHS, those living with parents/carers with a mental illness and those living in households experiencing domestic violence.

We work closely with school nurses and their teams in supporting the emotional and mental health needs of school-aged children and are equipped to work at community, family and individual levels. Their skills cover identifying issues early, determining potential risks and providing early intervention to prevent issues escalating.

We ensure timely and effective identification of pupils who would benefit from targeted support and ensure appropriate referral to support services by:

- Providing specific help for those children most at risk (or already showing signs) of social, emotional, and behavioural problems;
- Working closely with BCP Children's Services, CAMHS and other agencies services to follow various protocols including assessment and referral;
- Identifying and assessing in line with the Early Help Assessment Tool (EHAT), children who are showing early signs of anxiety, emotional distress, or behavioural problems;
- Discussing options for tackling these problems with the child and their parents/carers. Agree an Individual Care Plan as the first stage of a 'stepped care' approach;
- Providing a range of interventions that have been proven to be effective,

According to the child's needs;

- Ensure young people have access to pastoral care and support, as well as specialist services, including CAMHS, so that emotional, social and behavioural problems can be dealt with as soon as they occur;
- Provide young people with clear and consistent information about the opportunities available for them to discuss personal issues and emotional concerns. Any support offered should take account of local community and education policies and protocols regarding confidentiality;
- Provide young people with opportunities to build relationships, particularly those who may find it difficult to seek support when they need it; and
- The identification, assessment, and support of young carers under the statutory duties outlined in the Children & Families Act 2014.

11.0 Managing disclosures

If a pupil chooses to disclose concerns about themselves, or a friend, to any member of staff, the response will be calm, supportive and non-judgemental.
All disclosures should be recorded confidentially on Myconcern, including:

- Date
- Name of member of staff to whom the disclosure was made
- Nature of the disclosure & main points from the conversation
- Agreed next step

This information will be shared with (Gavin Withey – Mental Health lead)

12.0 Confidentiality

If a member of staff feels it is necessary to pass on concerns about a pupil to either someone within or outside of the school, then this will be first discussed with the pupil. We will tell them:

- Who we are going to tell
- What we are going to tell them
- Why we need to tell them
- When we're going to tell them

Ideally, consent should be gained from the pupil first, however, there may be instances when information must be shared.

It is important to also safeguard staff emotional wellbeing. By sharing disclosures with a colleague this ensures one single member of staff isn't solely responsible for the pupil. This also ensures continuity of care should staff absence occur and provides opportunities for ideas and support.

Parents must always be informed unless a pupil gives us reason to believe that they are at risk, or there are child protection issues, parents should not be informed, but the child protection procedures should be followed.

13.0 Whole school approach

13.1 Working with parents/carers

If it is deemed appropriate to inform parents there are questions to consider first:

- Can we meet with the parents/carers face-to-face?
- Where should the meeting take place – some parents are uncomfortable in school premises so consider a neutral venue if appropriate.
- Who should be present – pupils, staff, parents etc.?
- What are the aims of the meeting and expected outcomes?

We are mindful that for a parent, hearing about their child's issues can be upsetting and distressing. They may therefore respond in various ways which we should be prepared for and allow time for the parent to reflect and come to terms with the situation.

Signposting parents to other sources of information and support can be helpful in these instances. At the end of the meeting, lines of communication should be kept open should the parents have further questions or concerns. Booking a follow-up meeting or phone call might be beneficial at this stage.

Ensure a record of the meeting and points discussed/agree are added to the pupil's record and an Individual Care Plan created if appropriate.

13.2 Supporting parents

We recognise the family plays a key role in influencing children and young people's emotional health and wellbeing; we will work in partnership with parents and carers to promote emotional health and wellbeing by:

- Ensuring all parents are aware of and have access to promoting social and emotional wellbeing and preventing mental health problems;
- Highlighting sources of information and support about common mental health issues through our communication channels (website, newsletters etc.);
- Offering support to help parents or carers develop their parenting skills. This may involve providing information or offering small, group-based programmes run by community nurses (such as school nurses and health visitors) or other appropriately trained health or education practitioners; and
- Ensuring parents, carers and other family members living in disadvantaged circumstances are given the support they need to participate fully in activities to promote social and emotional wellbeing. This will include support to participate in any parenting sessions, by offering a range of times for the sessions or providing help with transport and childcare. We recognise this might involve liaison with family support agencies.

- Childline– information about mental health and a free helpline 0800 1111
- NHS Moodzone– lots of practical advice, interactive tools, videos and audio guides to help you feel mentally and emotionally better.
- MIND A-Z Mental Health– a list of mental health topics to help you understand.
- Young Minds – the UK's leading charity fighting for children and young people's mental health.
- The Mix– support for under 25s on mental health and other life topics.
- BBC – My Mind and Me– lots of information, advice and videos around stress, anxiety and mental health.
- Papyrus– the national charity for the prevention of young suicide.
- NSPCC– advice and support around mental health.
- Samaritans– offer support and advice to anyone experiencing feelings of distress, despair or considering suicide and their free helpline is available 24 hours a day. Call 116 123 from any phone.

13.3 Supporting Staff

The Culture - we feel that it is important to build a culture of trust where school staff feel valued and know how to access support. Each year we publish a staff questionnaire which we use to support our decision making around staff workload.

The physical environment – staff members have 2 dedicated staff rooms, SLT offices and use of Pastoral support rooms (The Hive and The Nest) where they can go and take some time out.

Our Pastoral Support Workers and SLT are available for Staff and we advertise and exercise an open-door policy. We have two trained Mental Health First Aiders on site and they are Gavin Withey and Di Mills.

We also promote the Dorset Staff Counselling Service:

E-Mail:

staffcounselling@dorsetcouncil.gov.uk

Telephone:

External: 01305 224266

14.0 Supporting Peers

When a pupil is suffering from mental health issues, it can be a difficult time for their friends who may want to support but do not know how. To keep peers safe, we will consider on a case by case basis which friends may need additional support. Support will be provided in one to one or group settings and will be guided by conversations by the pupil who is suffering and their parents with whom we will discuss:

- What it is helpful for friends to know and what they should not be told
- How friends can best support
- Things friends should avoid doing / saying which may inadvertently cause upset
- Warning signs that their friend needs help (e.g. signs of relapse)

Additionally, we will want to highlight with peers:

- Where and how to access support for themselves
- Safe sources of further information about their friend's condition
- Healthy ways of coping with the difficult emotions they may be feeling

15.0 Training

As a minimum, all staff will receive regular training about recognising and responding to mental health issues as part of their regular child protection training to enable them to keep pupils safe. A nominated member of staff will receive professional Mental Health First Aid training or equivalent.

We will host relevant information on our website for staff who wish to learn more about mental health.

Training opportunities for staff who require more in depth knowledge will be considered as part of our performance management process and additional CPD will be supported throughout the year where it becomes appropriate due developing situations with one or more pupils.

Where the need to do so becomes evident, we will host twilight training sessions for all staff to promote learning or understanding about specific issues related to mental health.

Suggestions for individual, group or whole school CPD should be discussed with SLT who can also highlight sources of relevant training and support for individuals as needed.

VERSION	DATE	REVIEWER	COMMENT
1	September 24	GW	Staff names updated and definitions of ELSA and SCARF Provided
2	February 26	GW	Staff names updated
3	September 26	GW	Staff names updated and removed reference to Staff Community Group