



Coldfall Mental Health and Wellbeing Policy

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1. Policy Statement

At Coldfall Primary School, we are committed to supporting the mental health and wellbeing of pupils, staff, parents, carers and other stakeholders.

2. Scope

This policy is intended to:

- Provide guidance to school staff on our school's approach to promoting positive mental health and wellbeing across all communities in the school
- Inform staff, pupils and parents about the support that they can expect from the school in respect of supporting mental health and wellbeing

Read this policy in conjunction with:

- SEND policy
- Behaviour policy
- Child protection and Safeguarding policy

3. Policy Aims

- Promote positive mental health and wellbeing across the whole school
- Create a culture of wellbeing and inclusion where people feel safe to talk about their mental health
- Foster a positive atmosphere in school, where staff and pupils feel able to discuss and reflect on their own experiences with mental health openly
- Celebrate all of the ways pupils achieve at our school, both inside and outside the classroom
- Allow pupils to participate in forming our approach to mental health by promoting pupil voice
- Give pupils the opportunity to develop their self-esteem by taking responsibility for themselves and others
- Spread awareness of the varieties of ways mental health issues can manifest
- Support staff to identify and respond to early warning signs of mental health issues
- Provide support to staff working with pupils with mental health issues
- Provide support and access to resources to pupils experiencing mental ill health alongside their peers, their families and the staff who work with them

4. Legal Basis

This policy was written with regard to:

- The Equality Act 2012
- The Data Protection Act 2018
- Articles 3 and 23 of the UN Convention on the Rights of the Child

5. Roles and Responsibilities

All staff are responsible for promoting positive mental health and wellbeing across the school and for understanding risk factors. **If any members of staff are concerned about a**

pupil's mental health or wellbeing, they should inform the Designated Safeguarding Lead or the Mental Health Lead through the school's safeguarding record system, MyConcern.

Certain members of staff have extra duties to lead on mental health and wellbeing in school, many of whom form the Pastoral Team (PT). These members of staff include:

- Headteacher
- Deputy Headteacher (PT)
- Designated Safeguarding Lead/Assistant Headteacher (PT)
- Mental Health Lead/ Assistant Headteacher (PT)
- Deputy Designated Lead AND Learning Mentor (DDSL) (PT)
- Special Educational Needs Coordinator (SENDCO) (PT)
- School Governor responsible for Mental Health and Wellbeing – Ted Lowery

6. Procedure to follow in a case of acute mental health crisis

- Firstly, assess the risk. If the child is at risk of physical harm phone for an ambulance and contact the parents
- If the child is not at risk, move them to a safe space or move the rest of the class away to give the child space
- Inform one of the child's Give Me Five if they are not already present
- Give children space and time while applying mental health first aid through emotion coaching and being empathetic
- Parents need to be informed as soon as possible. If the child is not at any immediate risk, advise the parents to see their GP. However, if the child is at risk of injury or harm, advise parents to take the child to A&E as a matter of urgency
- This would be treated as a safeguarding issue so the usual procedure of informing the DSL must be followed
- Parents to inform school of any recommendations from external professionals

7. Warning Signs

All staff will be on the lookout for signs that a pupil's mental health is deteriorating. Some warning signs include:

- Changes in mood or energy level
- Changes in eating or sleeping patterns
- Changes in attitude in lessons or academic attainment
- Changes in level of personal hygiene
- Social isolation
- Poor attendance or punctuality
- Expressing feelings of hopelessness, anxiety, worthlessness or feeling like a failure
- Abuse of drugs or alcohol
- Weight loss or gain
- Secretive behaviour
- Covering parts of the body that they wouldn't have previously
- Refusing to participate in PE or being secretive when changing clothes
- Physical pain or nausea with no obvious cause

- Physical injuries that appear to be self-inflicted
- Talking or joking about self-harm or suicide

8. Managing Disclosures

If a pupil makes a disclosure about themselves or a peer to a member of staff, staff should remain calm, non-judgmental and reassuring. Staff will focus on the pupil's emotional and physical safety, rather than trying to find out why they are feeling that way or offering advice. Staff will always follow the school's safeguarding policy and pass on all concerns to the DSL. All disclosures are recorded onto MyConcern.

When making a record of a disclosure, staff will include:

- The full name of the member of staff who is making the record
- The full name of the pupil(s) involved
- The date, time and location of the disclosure
- The context in which the disclosure was made
- Any questions asked or support offered by the member of staff

9. Confidentiality

Staff should not promise a pupil that they will keep a disclosure secret, instead they will be upfront about the limits of confidentiality.

A disclosure cannot be kept secret because:

- Being the sole person responsible for a pupil's mental health could have a negative impact on the member of staff's own mental health and wellbeing
- The support put in place for the pupil will be dependent on the member of staff being at school
- Other staff members can share ideas on how to best support the pupil in question
- Staff should always share disclosures with at least one appropriate colleague. This will usually be the DSL or DDSL. If a member of the safeguarding team is unavailable, staff will report their concerns to a member of the Senior Leadership Team (SLT). If information needs to be shared with other members of staff or external professionals, it will be done on a need-to-know basis

Before sharing information disclosed by a pupil with a third party, the member of staff will discuss it with the pupil and explain:

- Who they will share the information with
- What information they will share
- Why they need to share that information

Staff will attempt to receive consent from the pupil to share their information, but the safety of the pupil comes first.

Parents will be informed unless there is a child protection concern. In this case the Child Protection and Safeguarding policy will be followed.

9.1 Process for Managing Confidentiality Around Disclosures

- Pupil makes a disclosure

- Member of staff offers support
- Member of staff explains the issues around confidentiality and rationale for sharing a disclosure with DSL/DDSL or SLT
- Member of staff will attempt to get the pupil's consent to share – if no consent is given, explain to the pupil who you will share the information with and explain why you need to do this
- Member of staff will record the disclosure on MyConcern and share the information with the chosen elected member of staff
- The DSL/DDSL or member of the SLT will inform the parent/carer (if appropriate)
- Any other relevant members of staff or external professionals will be informed on a need-to-know basis

10. Supporting Pupils

Support will be provided in four waves depending on the needs of the child. These include:

10.1 Baseline support for all pupils

As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by:

- Raising awareness of mental health during assemblies, PSHE and Mental Health Awareness Week
- Signposting all pupils to sources of online support on the school website
- Having open discussions about mental health during lessons
- Providing pupils with avenues to provide feedback on any elements of the school that is negatively impacting their mental health
- Appointing a Senior Mental Health Lead with a strategic oversight of our whole-school approach to mental health and wellbeing
- Offering pastoral support through the adults identified on their 'Give Me Five' hands
- Making classrooms safe spaces to discuss mental health and wellbeing through interventions such as worry boxes and circle time

10.2 Assessing what further support is needed

If a pupil is identified as having a mental health need, the Pastoral Team (DHT, SMHL, DSL, LM, SENDCO) will take a graduated and case-by-case approach to making an assessment and providing tailored support, further to the provision of the baseline support as detailed in section 10.1. The school will offer support in cycles of:

- Assessing what the pupil's mental health needs are
- Creating a plan to provide support
- Taking the actions set out in the plan
- Reviewing the effectiveness of the support offered

10.3 Internal mental health interventions (School intervention)

Where appropriate, a pupil will be offered support that is tailored to their needs as part of the graduated approach detailed above. The support offered at our school includes:

- Soft starts to the school day
- Opportunities to mentor younger children
- Lego Therapy

- Learning Mentor support
- SLT mentor support
- Sessions with the therapy dog
- Counselling
- Play therapy

Please note: - At the start of each intervention parents will be informed that this provision is time limited and will be reviewed termly.

10.4 Making external referrals (external support)

If a pupil's needs cannot be met by the internal offer the school provides, the school will make, or encourage parents to make a referral for external support. A pupil could be referred to:

- GP or Pediatrician
- Child and Adolescent Mental Health Services (CAMHS)/Barnet Integrated Clinical Services (BICS)/ Children's Wellbeing Practitioner (CWP) service
- Mental health charities (e.g. [Samaritans](#), [Mind](#), [Young Minds](#), [Kooth](#))
- Local counselling services

11. Supporting and Collaborating with Parents and Carers

We will work with parents and carers to support pupils' mental health by:

- Asking parents/carers to inform us of any mental health needs their child is experiencing, so we can offer the right support
- Informing parents/carers of mental health concerns that we have about their child
- Engaging with parents/carers to understand their mental health and wellbeing issues, as well as that of their child, and support them accordingly to make sure there is holistic support for them and their child
- Highlighting sources of information and support about mental health and wellbeing on our school website, including the Mental Health and Wellbeing Policy
- Liaising with parents/carers to discuss strategies that can help promote positive mental health in their child
- Providing guidance to parents/carers on navigating and accessing relevant local mental health services or other sources of support (e.g. parent forums and workshops)
- Keeping parents/carers informed about the mental health topics their child is learning about in PSHE, and sharing ideas for extending and exploring this learning at home
- When informing parents about any mental health concerns we have about their child, we will endeavor to do this face-to-face
- These meetings can be difficult, so the school will ensure that parents are given time to reflect on what has been discussed, and that lines of communication are kept open at the end of the meeting
- A record of what was discussed, and action plans agreed upon in the meeting, will be recorded and added to the pupil's confidential record

12. Supporting Peers

Watching a friend experience poor mental health can be extremely challenging for pupils. Pupils may also be at risk of learning and developing unhealthy coping mechanisms from each other. We will offer support to all pupils impacted by mental health directly and indirectly. We will review the support offered on a case-by-case basis.

Support might include:

- Strategies they can use to support their friends
- Things they should avoid doing/saying
- Warning signs to look out for
- Signposting to sources of external support

13. Signposting

Sources of support will be displayed around the school and linked to on the school website, so pupils and parents are aware of how they can get help. The Mental Health Lead will be available to provide further information to pupils and parents/carers if they want to learn more about what support is available.

14. Whole-School Approach to Promoting Mental Health Awareness

14.1 Mental health is taught in PSHE

We will follow Jigsaw programme of study to teach children about mental health and wellbeing.

Pupils will be taught to:

- Develop healthy coping strategies
- Challenge misconceptions around mental health
- Understand their own emotional state
- Keep themselves safe
- Develop self-regulation strategies
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14.2 Creating a positive atmosphere around mental health

Staff will create an open culture around mental health by:

- Discussing mental health with pupils in order to break down stigma
- Encouraging pupils to disclose when they think their mental health is deteriorating
- Ensuring each child completes a 'Give Me Five' list and that this is referred to regularly

15. Training

All staff will be offered training so they:

- Have a good understanding of what pupils' mental health needs are
- Know how to recognise warning signs of mental ill health
- Know a clear process to follow if they identify a pupil in need of help
- Participate in CPD linked to mental health and wellbeing

16. Support for Staff

We recognise that staff mental health is key to supporting children's wellbeing. We are committed to supporting our staff's mental health and do this by creating a pleasant and supportive work environment; ensuring workload is manageable through reduction of marking, dedicated half termly mental health and wellbeing staff meeting, access to school therapist weekly. In addition, we recognise that pupils experiencing poor mental health can be distressing for staff.

To combat this, we will:

- Treat mental health concerns seriously
- Offer mentoring and coaching from a member of the SLT
- Ensure that as an SLT we act as role models for staff in terms of looking after their own mental health
- Signposting staff to the Employee Assistance Programme to access additional support and guidance
- Offer supervision sessions to members of staff directly involved with children struggling with poor mental health (DSL, LM, SENDCO)
- Support staff experiencing poor mental health themselves
- Review our mental health strategy regularly

17. Monitoring Arrangements

This policy will be reviewed by Ms King, Mental Health Lead, annually. At every review, the policy will be approved by the Governing Body and Headteacher.