



# SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

Mission Statement: To live, love and learn in the footprints of Jesus.

## Mental Health and Wellbeing Policy



### 1. Policy statement

As a Rights Respecting School, we at St Norbert's are committed to supporting the mental health and wellbeing of pupils, parents, carers, staff and other stakeholders. This moral purpose is a reflection of our curriculum intent and Catholic virtues to live by, in particular: 'Respect', 'Hope', 'Honesty' and 'Resilience'.

### 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 pupils and parents about the support that they can expect from the school in respect of supporting mental health and wellbeing

Read in conjunction with:

- SEND policy
- Good Behaviour policy
- Anti-bullying policy
- Safeguarding policy

### 3. Policy aims

- Promote positive mental health and wellbeing across the whole school
- Create a culture of wellbeing and inclusion, where mental health is given the same consideration as physical 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
- Allow staff and pupils to participate in forming our approach to mental health by promoting and gathering 'voice'
- Spread awareness of the varieties of ways mental health issues can manifest

- Provide support to staff working with pupils
- Provide support and access to resources in relation to mental health

#### 4. Legal basis

This policy was written with regard to:

- [The Equality Act 2010](#)
- [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 (DSL), who is also the mental health lead: Mr Alex Dawson.

Certain members of staff have extra duties in relation to mental health and wellbeing in school. These members of staff include:

Special educational needs co-ordinator (SENCO):	Miss Sadie Tonge
Named Person:	Mrs Sue Mell

#### 6. Whole-school approach

Mental health is taught across the curriculum and pupils are taught to:

- Develop healthy coping strategies, including the Five Ways to Wellbeing
- Challenge misconceptions around mental health
- Understand their own emotional state
- Keep themselves safe

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

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 pupils to sources of online support on the school website
- Having open discussions about mental health during lessons
- Enabling pupils to provide feedback on any part of school life that is negatively impacting upon their mental health
- Monitoring all pupils' mental health
- Appointing a senior mental health lead with a strategic oversight of our whole school approach to mental health and wellbeing
- Making classrooms a safe space to discuss mental health and wellbeing through interventions such as circle time

## 7. Targeted strategies

If a pupil is identified as having a mental health need, we will take a graduated and case-by-case approach to making an assessment and providing tailored support.

The school will offer support in cycles of:

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

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 will vary depending on the needs identified. A pupil may be offered an individual healthcare plan (IHP) if necessary. IHPs are written in collaboration with the pupil (if appropriate), their parent/carer, and any other relevant professionals.

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 paediatrician
- CAMHS
- Mental health charities (e.g. [Samaritans](#), [Mind](#), [Young Minds](#), [Kooth](#))
- Local counselling services

## 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 designated safeguarding lead. All disclosures are recorded in CPOMS.

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 the DSL / mental health lead. If information needs to be shared with other members of staff or external professionals, it will be done on a need-to-know basis.

Parents will be informed unless there is a child protection concern. In this case the safeguarding policy will be followed.

## **10. Supporting and collaborating with parents and carers**

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

- 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)
- Keeping parents/carers informed about the mental health topics their child is learning about in PSHE, and share ideas for extending and exploring this learning at home

When informing parents about any mental health concerns we have about their child, we will endeavour 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. If appropriate, an individual healthcare plan (IHP) will be created in collaboration with parents/carers.

## **11. 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

## **12. Support for staff**

We recognise that supporting a pupil experiencing poor mental health can be distressing for staff. To combat this we will:

- Treat mental health concerns seriously
- Offer staff supervision sessions
- Support staff experiencing poor mental health themselves
- Create a pleasant and supportive work environment

## **13. Monitoring arrangements**

This policy will be reviewed by the Senior Mental Health Lead, annually. At every review, the policy will be approved by the Headteacher.

September 2023