



HEDDON-ON-THE-WALL ST. ANDREW'S CE PRIMARY SCHOOL

MENTAL HEALTH AND WELLBEING POLICY

'Love your neighbour as yourself'

Matthew 22:39

Last Updated April 2020

****Coronavirus (COVID-19) Pandemic****

Currently the United Kingdom is in an unprecedented state of lockdown with Schools closed to all but the children of key workers.

The constant flow of information and statistics about this virus pervade all news and social media outlets and along with being at home for the majority of the time can have a detrimental impact upon the mental health and wellbeing of children and adults alike.

If you feel that either you or your child's mental health and wellbeing is causing concern please contact the School on 01661 853350 during normal School hours (8.55am-3.15pm) or email admin@heddon-school.co.uk asking for a call back and the School will do what it can to help in signposting to appropriate services.

If you have significant concerns requiring an immediate response please see Appendix 1a and 1b which have contact details for Children and Young People's Services (NHS Mental Health Services).

Appendix 2 contains a number of links to external agencies who may also provide advice and support for you and your family during the Coronavirus outbreak.

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 Organisation)

In our school our Christian vision shapes all we do, all staff and Academy Committee Members work together to promote an explicitly Christian ethos, where the development of the whole child is central and we aim to help children develop in all areas to enable them to become happy, well-rounded young people. The school aspires to create an attractive and affirming environment in which children can grow in understanding and acquire knowledge, skills and attitudes based on the teachings of Jesus. The school aims to engender a strong sense of community and Christian values, encouraging the involvement of pupils, families, staff and governors. We seek to foster positive links between the school and the wider community, giving pupils an awareness of their

environment and building on their self-understanding, a sensitivity to others' beliefs, values and cultures.

In addition we aim to promote positive mental health for every member of our staff and pupil body. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable pupils.

In addition to promoting positive mental health and wellbeing, we aim to recognise and respond to need as it arises. By developing and implementing practical, relevant and effective mental health and wellbeing policies and procedures we can promote a safe and stable environment for pupils affected both directly and indirectly by mental health and wellbeing issues.

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 Academy Committee Members.

This policy should be read in conjunction with our [Supporting Pupils with Medical Conditions Policy](#) in cases where a pupil's mental health and wellbeing overlaps with or is linked to a medical issue and the [SEND policy](#) where a pupil has an identified Special Educational Need or Disability.

The policy aims to:

- Promote positive mental health and wellbeing in all staff and pupils;
- Increase understanding and awareness of common mental health issues;
- Alert staff to early warning signs of poor mental health and wellbeing;
- Provide support to staff working with young people with mental health and wellbeing issues;
- Provide support to pupils suffering mental ill health and their peers and parents / carers.

Lead Members of Staff

Whilst all staff have a responsibility to promote the mental health of pupils, staff with a specific, relevant remit include:

Mr. A. Wheatley - Designated Child Protection / Safeguarding Officer;
Mrs. F. O'Reilly - 2nd Designated Child Protection / Safeguarding Officer;
Mr. A. Wheatley - Mental Health and Emotional Wellbeing Lead
Mrs. S. Ziolkowski - Lead First Aider;
Mr. A. Wheatley - Mental Health First Aider;
Mrs. F. O'Reilly - Mental Health First Aider;
Mrs. F. O'Reilly - Pastoral Lead;

Mr. A. Wheatley- SEND Co-ordinator;
Mr. A. Wheatley - Head of PSHE.

Any member of staff who is concerned about the mental health or wellbeing of a pupil should speak to the Mental Health Lead in the first instance. If there is a fear that the pupil is in danger of immediate harm then the normal child protection procedures should be followed with an immediate referral to the Designated Child Protection Officer or the Headteacher. If the pupil presents a medical emergency then the normal procedures for medical emergencies should be followed, including alerting the first aid staff and contacting the emergency services if necessary.

Where a referral to Children and Young People's Services (CYPS) is appropriate, this will be led and managed by Mr. A. Wheatley as SENDCO and Mental Health Lead. Guidance about referring to (CYPS) is provided in Appendices 1a and 1b.

Individual Care Plans

It is helpful to draw up an individual care plan for pupils causing concern or who receives a diagnosis pertaining to their mental health. This should be drawn up involving the pupil, the parents and relevant health professionals. This can include:

- Details of a pupil's condition;
- Special requirements and precautions;
- Medication and any side effects;
- What to do, and who to contact in an emergency;
- The role the school can play.

Teaching about Mental Health and Wellbeing

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

The specific content of lessons will be determined by the specific needs of the cohort being taught but there will always be an emphasis on enabling pupils to develop the skills, knowledge, understanding, language and confidence to seek help, as needed, for themselves or others.

We will follow the PSHE Association Guidance¹ to ensure that we teach mental health and emotional wellbeing issues in a safe and sensitive manner which helps rather than harms.

¹ Teacher Guidance: Preparing to teach about mental health and emotional wellbeing URL=<https://www.pshe-association.org.uk/curriculum-and-resources/resources/guidance-preparing-teach-about-mental-health-and> (accessed 02.02.2018)

The School will use additional materials such as the resources produced by the Anna Freud National Centre for Children and Families

(<https://www.annafreud.org/what-we-do/schools-in-mind/resources-for-schools/>)

Signposting

We will ensure that staff, pupils and parents are aware of sources of support within School and in the local community. What support is available within our School and local community, who it is aimed at and how to access it is outlined in both the SEND Information Report:

<http://www.heddon-school.co.uk/wp-content/uploads/2019/10/SEND-INFO-REPORT-2019-FINAL.pdf>

We will display age appropriate and relevant sources of support in communal areas and will regularly highlight sources of support to pupils within relevant parts of the curriculum. Whenever we highlight sources of support, we will increase the chance of pupil help-seeking by ensuring pupils understand:

- What help is available;
- Who it is aimed at;
- How to access it;
- Why to access it;
- What is likely to happen next.

Please see Appendix 2 for contact details for some National and Local Services to support mental health and wellbeing which you can contact if required.

Warning Signs

School 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 communicate their concerns with Mr. A. Wheatley or Mrs. F. O'Reilly our Mental Health and Emotional Wellbeing Leads.

Possible warning signs 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 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 pupil 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 pupil 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.

Staff should listen, rather than advise and our first thoughts should be of the pupil's emotional and physical safety rather than of exploring 'why?' For more information about how to handle mental health disclosures sensitively see Appendix 2.

All disclosures should be recorded in writing and on CPOMS where the record can be securely held. 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 mental health leads Mr. A. Wheatley / Mrs. F. O'Reilly who will offer support and advice about next steps. See Appendices 1a and 1b for guidance about making a referral to CYPS.

Confidentiality

We should be honest with regards 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 pupil:

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

We should never share information about a pupil without first telling them. Ideally, we would receive their consent, though there are certain situations when information must always be shared with another member of staff and / or a parent. Particularly if a pupil is in danger of harm.

It is always advisable to share disclosures with a colleague, usually the Mental Health and Emotional Wellbeing Leads Mr. A. Wheatley or Mrs. F O'Reilly, this helps to safeguard our own emotional wellbeing as we are no longer solely responsible for the pupil, it ensures continuity of care in our absence and it provides an extra source of ideas and support. We should explain this to the pupil and discuss with them who it would be most appropriate and helpful to share this information with.

Parents should be informed if there are concerns about their mental health and wellbeing and pupils may choose to tell their parents themselves. If this is the case, the pupil should be given 24 hours to share this information before the school contacts parents. We should always give pupils the option of us informing parents for them or with them.

If a child gives us reason to believe that there may be underlying child protection issues, parents should not be informed, but the Designated Strategic Leads Mr. A. Wheatley or Mrs. F. O'Reilly must be informed immediately.

Working with Parents

Where it is deemed appropriate to inform parents, we need to be sensitive in our approach. Before disclosing to parents we should consider the following questions (on a case by case basis):

- Can the meeting happen face to face? This is preferable;
- Where should the meeting happen? At school, at their home or somewhere neutral?;
- Who should be present? Consider parents, the pupil, other members of staff;
- What are the aims of the meeting?

It can be shocking and upsetting for parents to learn of their child's issues and many may respond with anger, fear or upset during the first conversation. We should be accepting of this (within reason) and give the parent time to reflect.

We should always highlight further sources of information and give them leaflets to take away where possible as they will often find it hard to take much in whilst coming to terms with the news that you're sharing. Sharing sources of further support aimed specifically at parents can also be helpful too e.g. parent helplines and forums.

We should always provide clear means of contacting us with further questions and consider booking in a follow up meeting or phone call right away as parents often have many questions as they process the information. Finish each meeting with agreed next step and always keep a brief record of the meeting on the child's confidential record.

Working with All Parents

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 get 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.

Supporting Peers

When a pupil is suffering from mental health issues, it can be a difficult time for their friends. Friends often want to support but do not know how. In the case of self-harm or eating disorders, it is possible that friends may learn unhealthy coping mechanisms from each other. In order to keep peers safe, we will consider on a case by case basis which friends may need additional support. Support will be provided either 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 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.

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 in order to enable them to keep pupils safe.

We will host relevant information on a shared Google Drive for staff who wish to learn more about mental health. The MindEd learning portal provides free online training suitable for staff wishing to know more about a specific issue.²

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 Mr. A. Wheatley who can also highlight sources of relevant training and support for individuals as needed.

Policy Review

This policy will be reviewed every 3 years as a minimum. It is next due for review in November 2021

Additionally, this policy will be reviewed and updated as appropriate on an ad hoc basis. If you have a question or suggestion about improving this policy, this should be addressed to Mr. A. Wheatley or Mrs. F. O'Reilly our mental health leads via phone **01661 853350** or email at admin@heddon-school.co.uk

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

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by School	Date of next review
1.0	New policy and procedure provided by Church of England Education Office	12.11.2018	
2.1	Personalised to the School	12.11.2018	
2.2	Revised	13.06.2019	01.11.2021
2.3	Revised with updated information about referrals to CYPS	02.04.2020	01.11.2021

² www.minded.org.uk [accessed 02/02/18].

Appendix 1a Referrals to Children and Young People's Service (Northumberland)

The Children and Young People's Service provides a single service to all children and young people aged 0-18 years living in Northumberland who present with mental health difficulties. This includes children and young people who may have learning difficulties and those living in a range of difficult and challenging circumstances.

The service is able to provide:

- Assessment, diagnosis and intervention on a range of mental health issues;
- Intensive response and home-based treatment for those children and young people whose mental health is causing significant concern;
- An intensive Eating Disorder Service to support children and young people on the eating disorder pathway who are at risk of inpatient admission;
- Training, consultation, support and advice to front line staff working in targeted services for children.

How to refer

Referrals will be accepted from any professional working with child, young person or their family and self referrals can also be made. Referrals are accepted in written form by letter or fax.

Referrals can also be made on the telephone: **01670 502700**

For urgent or emergency referrals requiring a response within 24 hours call:
0303 1231146

Email contact: NTAWNT.NoTCYPS@nhs.net

Postal Address: Craster,
St. George's Park,
MORPETH,
Northumberland.
NE61 2NU

Northumberland CYPS opening hours are Monday - Friday 8am-8pm.

A professional's referral form for CYPS can be found [here](#).

Referrals can also be made via the West Locality Hub - Referral form can be found [here](#).

Information about the West Locality Hub can be found [here](#).

Appendix 1b Referrals to Children and Young People's Service (Newcastle)

The Children and Young People's Service provides a single service to all children and young people aged 0-18 years living in Newcastle and Gateshead who present with mental health difficulties. This includes children and young people who may have learning difficulties and those living in a range of difficult and challenging circumstances.

Services for children and young people with a learning disability are provided through collaboration between the Children and Young People's Service and Community Learning Disability Team.

Services for children and young people experiencing psychosis are provided through collaboration between Children and Young People's Service and the Early Intervention in Psychosis Team.

The service is able to provide:

- Assessment, diagnosis and intervention on a range of mental health issues;
- Intensive response and home-based treatment for those children and young people whose mental health is causing significant concern;
- An intensive Eating Disorder Service to support children and young people on the eating disorder pathway who are at risk of inpatient admission;
- Training, consultation, support and advice to front line staff working in targeted services for children.

How to refer

Referrals will be accepted from any professional working with child, young person or their family and self referrals can also be made. Referrals are accepted in written form by letter or fax.

Referrals can also be made on the telephone: **0191 2466913**

Email contact: NTAWNT.NoTCYPS@nhs.net

Postal Address: Benton House,
136 Sandyford Road,
Newcastle,
NE2 1QE.

Newcastle CYPS opening hours are Monday - Friday 8am-8pm.

A professional's referral form for CYPS can be found [here](#).

Appendix 2 - Agencies that can provide Support for Mental Health and Wellbeing

This Appendix contains links to a number of services which can provide support and advice for mental health and wellbeing issues.

The School recognises that there are many agencies providing support across the Country and this list is intended to be a useful guide as it would be impossible to include all agencies providing support. Therefore inclusion or non-inclusion in this Appendix does not signify that the School either endorses or does not endorse the activities of a particular organisation. The School is also not responsible for the information or services provided by external organisations.

For ease of finding an appropriate service they have been arranged in sections:

- Mental Health and Suicide (including Crisis Service);
- Support in dealing with Abuse;
- Support with Eating Disorders;
- Support for Families, Parenting and Relationships;
- Support for Learning Disabilities and SEND;
- Support for Lesbian, Gay, Bisexual and Transgender;
- Support for Addictive Behaviour;
- Support for People in the Armed Forces;
- Support with Bereavement;
- Support for Victims of Crime;
- Support for People in Debt;
- General Advice, Information and Support.

*If you or someone you know is in mental health crisis and need medical help **fast**:*

Ring 999 to contact emergency services

*If it is not a medical emergency, but you still need **urgent** help:*

Ring 111 for professional health advice 24/7 and 265 days a year for guidance on where to access appropriate health services

Speak to your GP

Mental Health and Suicide (including Crisis Support)

Samaritans

Telephone: 116 123 (Freephone 24 hours a day, 7 days a week)

email: jo@samaritans.org

Website: www.samaritans.org

Provides emotional and crisis support for people at any time. They allow people to talk about feelings of distress and despair and are confidential, offering non-judgemental support.

Papyrus

Telephone: 0800 0684141 (freephone helpline 10am-10pm Mon-Fri, 2pm-10pm weekends)

email: pat@papyrus-uk.org

Website: www.papyrus-uk.org

Papyrus is the National charity for the prevention of young suicide. It runs HOPElineUK a dedicated suicide prevention hotline for anyone up to the age of 35 who may be feeling suicidal, or anyone who is concerned about a young person.

Mind Infoline

Telephone: 0300 1233393 (local call rates 9am-6pm, Mon-Fri)

Text: 86463

Provides information on types of mental health issues, where to get help, medication and alternative treatments and advocacy. They **cannot** provide emotional or crisis support.

Support in dealing with Abuse

NSPCC

Telephone: 0808 8005000 (freephone 24 hours a day, 7 days a week)

email: help@nspcc.org.uk

Website: www.nspcc.org.uk

The NSPCC is the children's charity dedicated to ending child abuse and child cruelty. Provides a dedicated helpline for adults concerned that a child might be at risk.

Childline

Telephone: 0800 1111 (freephone 24 hours a day, 7 days a week)

Website: www.childline.org.uk

Provides free confidential counselling and emotional support for children and young people. Online chat services with a counsellor are also available on the website.

Refuge

Telephone: 0808 2000247 (freephone 24 hours a day, 7 days a week)

email: helpline@refuge.org.uk (only monitored Mon-Fri 9am-5pm)

Website: www.refuge.org.uk

Refuge provides help and information about domestic violence. The helpline is run in partnership with Women's Aid. Refuge runs a number of safe houses of women and children escaping domestic violence as well as other services.

Support with Eating Disorders

Beat

Telephone: 0345 6341414 (helpline for anyone over 18)

Telephone: 0345 6347650 (Youthline for anyone under 25)

email: help@b-eat.co.uk (18 or over) or
fyp@b-eat.co.uk (25 or under)

Website: www.b-eat.co.uk

Beat is the UK's leading charity supporting anyone affected by eating disorders. It runs helpline for adults and young people, online support as well as peer support groups across the country.

Support for Families, Parenting and Relationships

Family Action

Telephone: 020 72546251

email: info@family-action.org.uk

Website: www.family-action.org.uk

Family Action provide practical, emotional and financial support to families experiencing poverty, disadvantage and social isolation.

Family Lives

Telephone: 0808 8002222 (freephone helpline, see website for opening hours)

Website: www.familylives.org.uk

Family Lives is a National family support charity providing help in all aspects of family life. They run a dedicated confidential helpline and provide a range of information on issues related to parenting.

Relate

Telephone: 0300 1001234

Website: www.relate.org.uk

Relate is a National charity offering a range of services to help with couple and family relationships including counselling support and therapy focusing on relationship issues.

Support for Learning Disabilities and SEND

Advice and Support Service for SEND

Telephone: 01670 623555

email: alison.bravey@northumberland.gov.uk

Website: www.northumberland.gov.uk/Children/Needs/SEND.aspx

Advice and Support Service for SEND is run by Northumberland County Council and offers impartial information, advice and support to families of children and young people with special educational needs or disabilities.

The service is free and confidential supporting children and young people with special educational needs or disabilities up to the age of 25.

Mencap

Telephone: 0808 8081111 (9am-5pm Mon-Fri)

email: help@mencap.org.uk

Website: www.mencap.org.uk

Mencap works in partnership with people with a learning disability, their families and carers to provide a range of support services.

Support for Lesbian, Gay Bisexual and Transgender (LGBT)

Stonewall

Telephone: 0800 0502020 (freephone information service)

email: info@stonewall.org.uk

Website: www.stonewall.org.uk

Stonewall supports all lesbian, gay, bisexual and trans people with a range of help and advice services.

Support for Addictive Behaviour

Drinkline

Telephone: 0300 1231110 (freephone 9am-8pm Mon-Fri; 11am-4pm Sat-Sun)

Drinkline is a free, confidential National helpline for people who are concerned about their own or someone else's drinking.

Talk to Frank

Telephone: 0300 1236600 (24 hours a day, 7 days a week)

Text: 82111

email: frank@talktofrank.com

Website: www.talktofrank.com

Talk to Frank is the National drug education service. It provides information on legal and illegal drugs for teenagers and adolescents, including a confidential information line and live chat services on its website.

Support for People in the Armed Forces

PTSD Resolution

Telephone: 0300 3020551 (9am-5pm Mon-Fri)

email: coord@ptsdresolution.org

Website: www.ptsdresolution.org

PTSD Resolution helps veterans, TA and reservists who are struggling to reintegrate into a normal work and family life because of military trauma suffered during service in the Armed Forces. They co-ordinate a network of 200 accredited therapists with a focus in military PTSD.

Red Cypher

Website: www.3rhappma.com/what-we-do/

Red Cypher support the comradeship, welfare provision, emotional support and community of all those past and present members of 3rd Regiment Royal Horse Artillery (3RHA) by providing financial assistance to relieve those who are in conditions of need, hardship or distress and to enhance the quality of life of those with links to 3RHA.

The Royal British Legion



Telephone: 0808 8028080 (8am-8pm, 7 days a week)

email: info@britishlegion.org.uk

Website: www.britishlegion.org.uk

The Royal British Legion helps members of the armed forces, veterans and their families.

Support with Bereavement

Child Bereavement UK

Telephone: 0800 0288840 (freephone helpline 9am-5pm Mon-Fri)

email: support@childbereavementuk.org

Website: www.childbereavementuk.org

Supports families and educates professionals when a baby or child of any age dies or is dying, or when a child is facing bereavement. Runs a dedicated helpline as well as individual, couple's and family support sessions and groups across the country.

The Compassionate Friends

Telephone: 0345 1232304 (National helpline, see website for opening hours)

email: helpline@tcf.org.uk

Website: www.tcf.org.uk

The Compassionate Friends is a charitable organisation of bereaved parents, siblings and grandparents dedicated to providing peer support for other bereaved parents, siblings and grandparents.

Cruse Bereavement Care

Telephone: 0808 8081677 (helpline, see website for opening hours)

email: helpline@cruse.org.uk

Website: www.cruse.org.uk

Cruse Bereavement Care offer support, advice and information to children, young people and adults when someone dies. They run a helpline as well as bereavement counselling as well as facilitated self help groups across the country.

Support for Victims of Crime

Victims' Information Service

Telephone: 0808 168923 (freephone 8am-8pm)

Website: www.victimsinformationservice.org.uk

The Victims' Information Service is a free nationwide service which helps people find local support after a crime takes place.

Victim Support

Telephone: 0808 1689111 (freephone 24 hours a day, 7 days a week)

Website: www.victimsupport.org.uk

Victim Support provide a confidential helpline for anyone affected by crime as well as emotional or practical support including advice on reporting a crime and processes involved in going to court and what happens during a trial.

Support for People in Debt

Money Advice Service

Telephone: 0800 1387777 (freephone 9am-8pm Mon-Fri; 9.30am-1pm Sat)

Website: www.moneyadviceservice.org.uk

A free independent service set up by the Government providing information on all money related matters via a helpline, online information and free web chats.

General Advice, Information and Support

Citizens Advice



Telephone: 03444 111444 (9am-5pm Mon-Fri)

Website: www.citizensadvice.org.uk

Citizens Advice provides free, independent information and advice for people on benefits, money, legal, consumer, housing and other problems. Currently they are also providing advice around issues with the Coronavirus outbreak. The website is searchable for local Citizens Advice bureaux and there is a dedicated web chat service.