

## MENTAL HEALTH AND WELL-BEING POLICY

Issue 7

September 2024

Approved by:



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Head Teacher  
Bailey's Court Primary School

**Date:** November 2024

Authorised by:



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Chair of Full Governing Body  
Bailey's Court Primary School

**Date:** November 2024

**Review Date:** September 2026

# Mental Health and Well-Being Policy

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	May 2009	Original policy document.	W Preedy
2	August 2011	Updated; changes are marked in the left hand margin.	D Hickson
3	October 2015	Reviewed – no changes made	A Lynham
4	September 2017	Reviewed – no changes made	A Lynham
5	July 2019	Reviewed – no changes made	A Lynham
6	November 2020	Reviewed and updated – including changing title	L Hargreave and R Tovey
7	Sept 2024	Reviewed	A Lynham

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher.

This policy will be reviewed every two years.

## REFERENCE DOCUMENTS

None.

## MAIN DOCUMENT

### 1 RATIONALE

At our school, we aim to promote positive mental health and well-being for our whole school community, pupil, staff, parents and carers, and recognise how important mental health and emotional well-being is to our lives in just the same way as physical health.

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We recognise that children's mental health is a crucial factor in their overall well-being and can affect their learning and achievement. Persistent mental health problems may lead to pupils having significant greater difficulty in learning than the majority of those of the same age.

The Special Educational Needs and Disabilities Code of Practice identifies social, emotional and mental health as one of the four areas of Special Need.

All children go through ups and downs through their school career and some face significant life events. About 10% children aged 5 to 16 have a diagnosable mental health need and these can have an enormous impact on their quality of life, relationships and academic achievements.

The Department of Education (DfE) recognises that 'in order to help their pupils succeed, schools have a role to play in supporting them to be resilient and mentally healthy.'

Schools can be a place for children and young people to experience a nurturing and supportive environment that has the potential to develop self-esteem and give positive experiences for overcoming adversity and building resilience. For some, school will be a place of respite from difficult home lives and will offer positive role models and relationships, which are critical in promoting pupils well-being and can help stimulate a sense of belonging and community.

Bailey's Court Primary school is committed to protecting the mental health and well-being of all members of our school community and recognises that work place stress is a health and safety issue. It acknowledges the importance of identifying and reducing factors within the workplace that could induce stress.

## 2 PURPOSES

- To support the mental health and well-being of the whole school community, including pupils, staff, parents and carers.
- To demonstrate how we identify mental health needs across the school community.
- To advise on key information on where to get advice and support
- To reduce workload stress – defined as follows:
  - "The reaction people have to excessive demands or pressures, arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs, but find difficulty, strain or worry in doing so." (Health and Safety Executive, 1995).
  - This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- To help maintain an appropriate work/life balance.
- To show mutual responsibility, Bailey's Court Primary School will do all it can to support the well-being of staff and pupils whenever possible. The Head Teacher, governors and all staff share a mutual responsibility to work towards this goal.
- To encourage staff to take responsibility for their own health and safety, and need to develop an awareness of stress both in themselves and in others and modify their behaviour where appropriate.
- How we train and support all staff to understand mental health issues and spot early warning signs to prevent mental health problems getting worse.
- Where staff, pupils and parents can get advice and support.

## 3 DEFINITION OF MENTAL HEALTH AND WELL-BEING

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We use the World Health Organisation's definition of mental health and well-being:

**'...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.'**

## 4 GUIDELINES

### 4.1 Line Managers

Line managers must:

- Involve staff in developing plans for identifying and preventing stressful situations, particularly in the management of workloads.
- Consider ways of bringing staff together to discuss problem areas and proposals for change as a *team*. Use group problem solving to develop team spirit and the sharing of standards and aims.
- Provide access to additional support to staff experiencing physical, social and emotional difficulties outside the workplace e.g. bereavement, separation.
- Offer support to staff who have been off sick for whatever reason and assist them with a planned return to work

### 4.2 Staff at all Levels

Adult Mental Health

Staff at all levels must:

- co-operate to ensure that, wherever possible, the work place has a pleasant, calm atmosphere where stress is minimal.
- accept the responsibility to try to identify and resolve the cause of a stressful situation and to take advantage of any help that may be available to them.
- take an active part in the Performance Review/Appraisal process and to work together with their line manager to identify meaningful development opportunities.
- immediately raise any issues or concerns which they have in order to resolve the issue and reduce stress with their line manager.
- remain in close contact with the school during any period of absence and with the Head Teacher to plan a structured plan of return to work.
- accept opportunities for counselling when recommended.

Pupil's Mental Health

Staff at all levels must:

- help pupils to develop social relationships, support each other and seek help when they need to.
- help pupils to be resilient learners.
- teach pupils social and emotional skills and an awareness of mental health.
- identify early of pupils social and emotional skills and an awareness of mental health.
- identify early pupils who have mental health needs and plan support to meet their needs, including working with specialist services.
- work effectively with parents and carers.
- access training to develop their skills and resilience.
- be aware of who to contact if they are concerned about the mental health of a child (see section 5)

Everyone working in Bailey's Court Primary School can help support mutual well-being within the workplace. We must:

- Ensure that all new employees receive a planned induction programme that fully prepares them for their employment with the School.

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- Ensure staff are fully trained to discharge their duties and are provided with meaningful development opportunities.
- Identify training and development needs of all staff and make arrangements to monitor progress in meeting those needs.
- Create a supportive and caring culture within the workplace, recognise when stress is affecting performance, and develop suitable strategies to remedy problems.
- Ensure good communication between all staff, particularly where there are organisational and procedural changes.
- Carry out risk assessments to support the well-being of all staff.
- Provide training and support to help all staff understand, recognise and manage the main aspects of well-being.
- Encourage all staff to identify and deal with problems together. Except at those times when access to professional support from confidential counsellors is more appropriate.
- Ensure that bullying and harassment are not tolerated within the work place.

## 5 KEY MEMBERS OF STAFF FOR MENTAL HEALTH AND INCLUSION

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

- Andrew Lynham and Martin Telfer – designated child protection/safeguarding leads.
- E Proffitt – Inclusion Lead
- E Proffitt – Mental Health Lead
- Babita Tanner – Mental Health Governor
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The following staff have undergone training to be contactable staff members throughout the school, they are Mental Health First Aiders and are part of the well-being committee.

- Nicola Martin
- Tom Potter
- Martin Winte
- Karen Devonshire
- Becky Thompson
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The Well-being Committee is made up of a wide cross section of staff across the school and have the following roles and responsibilities:

- Leads on and works with other staff to coordinate whole school activities to promote positive mental health.
- Provides advice and support to staff and organise training and updates.
- Keeps staff up-to-date with information about what support is available.
- Liaises with the PSHE leader on teaching about mental health.

## 6 USEFUL CONTACTS FOR EMPLOYEES

### Staff Counselling

- All staff are included in our Well-being package – **Health Shield**. Which offers all staff members access to a virtual GP service, phone line and face to face counselling sessions, health assessments and discounts.

For support on specific mental health needs

Anxiety UK [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)

OCD UK [www.ocduk.org](http://www.ocduk.org)

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Depression Alliance [www.depressionalliance.org](http://www.depressionalliance.org)

Eating Disorders [www.b-eat.co.uk](http://www.b-eat.co.uk) and [www.inourhands.com](http://www.inourhands.com)

National Self-Harm Network [www.nshn.co.uk](http://www.nshn.co.uk) and [www.selfharm.co.uk](http://www.selfharm.co.uk)

Suicidal thoughts Prevention of young suicide UK – PAPYRUS: [www.papyrus-uk.org](http://www.papyrus-uk.org)

General information and support

[www.youngmids.org.uk](http://www.youngmids.org.uk) champions young people’s mental health and well-being

[www.mind.org.uk](http://www.mind.org.uk) advice and support on mental health problems

[www.MindEd.org.uk](http://www.MindEd.org.uk) (e-learning)

[www.time-to-change.org.uk](http://www.time-to-change.org.uk) tackles the stigma of mental health

[www.rethink.org](http://www.rethink.org) challenges attitudes towards mental health.