



Mental Health and Emotional Wellbeing Policy

Contents

1. Policy Statement
2. Scope
3. Policy Aims
4. Key Staff Members
5. Teaching about Mental Health and Emotional Wellbeing
6. Signposting
7. Sources or support at School and in the local community
8. Warning signs
9. Targeted support
10. Confidentiality
11. Whole School Approach
 - 11.1 Working with Parents/Carers
 - 11.2 Supporting Parents/Carers
 - 11.3 The Cathedral (The King's School) Choristers
12. Support Peers
13. Training
14. Policy Review

1. Policy Statement

At The King's (The Cathedral) School 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 through the use of effective policies and procedures we ensure a safe and supportive environment for all affected - both directly and indirectly - by mental health issues. The Deputy Headteacher (Pastoral) has overall responsibility for overseeing the mental health and wellbeing of all staff and pupils.

2. Scope

This policy is a guide to all staff - including non-teaching staff, those working as part of the Cathedrals provision for Choristers educated at the King's (The Cathedral) School and Governors - outlining (The King's (The Cathedral) School approach to promoting mental health and emotional wellbeing. It should be read in conjunction with other relevant School policies.

3. 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 (these can be accessed via the hyperlinks on pages 14-22 in the presentation [..\Pastoral Care\Mental Health and Well Being\Practical Strategies for Supporting Student Mental Health.pptx](#))
- 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. 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:

| | |
|---|--|
| Helen Birch (Deputy Headteacher (Pastoral)) | Lead on Mental Health and Wellbeing and Designated Safeguarding and Attendance Lead. Qualified Mental Health First Aider |
| David Ludford | Head of the Junior Department |
| James Stubbs (Assistant Headteacher) | Responsible for Key Stage 3 and part of the safeguarding team |
| Charlie Armstrong (Assistant Headteacher) | Responsible for Key Stage 4 and part of the safeguarding team. |
| Lucy Willis (Assistant Headteacher) | Responsible for Key Stage 5 and part of the safeguarding team |

| | |
|-------------------|---|
| Anne Beaumont | Sixth Form (Key Stage 5) Pupil Support Officer, qualified Mental Health First Aider and Wellbeing Champion |
| Kathryn Denman | Key Stage 4 Pupil Support Officer, qualified Mental Health First Aid Instructor, Mental Health First Aider and Wellbeing Champion |
| Cherry Palmer | Key Stage 3 Pupil Support Officer, qualified Mental Health First Aider and Wellbeing Champion |
| Julia Hartley | SENDCO |
| Jo Hobday | Learning for Life (PSHE Coordinator) |
| Jennifer Paddison | School Chaplain |
| Sarriya Comfort | School Nurse |
| Tansy Castledine | Director of Music at Peterborough Cathedral |

If a member of staff is concerned about the mental health or wellbeing of a pupil, in the first instance they should speak to the Pupil Support Officer (PSO) for the relevant Key Stage. If there is a concern that the pupil is high risk or in danger of immediate harm, the School's child protection and safeguarding 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. Teaching about Mental Health and Emotional Wellbeing

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 Learning for Life curriculum and our Learning to Learn Peer Mentoring Programme.

At King's we will follow the guidance issued by the PSHE Association to prepare us to teach about mental health and emotional health safely and sensitively.

<https://www.pshe-association.org.uk/curriculum-and-resources/resources/guidance-preparing-teach-about-mental-health-and-emotional-wellbeing> [emotional wellbeing]. Incorporating this into our curriculum at all stages will promote pupils' wellbeing through the development of healthy coping strategies and an understanding of pupils' own emotions as well as those of other people.

Additionally, we will use such lessons as a vehicle for providing pupils who do develop difficulties with strategies to keep themselves healthy and safe, as well as supporting pupils to support any of their friends who are facing challenges.

6. Signposting

At The King's (The Cathedral) School 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. We will make them aware through noticeboards, common rooms, toilets, etc. and through our communication channels (letters, websites), we will share and display relevant information about local and national support services and events.

7. Sources of Support at School and in the Local Community

The King's (The Cathedral) School is committed to providing as much support as possible to both pupils and staff to enable their positive mental health and wellbeing. We appreciate that pupils may find certain staff more approachable/able to meet their individual needs and the School will encourage and make known to them that

they can speak to whoever on the staff they feel will be best able to listen and help. Pupils should be made aware of the support available to them through new parents' evening, bulletin boards, posters around the School, the School's Website, assemblies and in Form Time.

| Available Support | Suitable for | Access |
|---|------------------------------------|---|
| Form Tutors | All year groups | Principally in Form Time, break and lunchtime. |
| Pupil Support Officer | Years 7-13 | Anytime (PSOs do not have a teaching commitment). |
| Academic Heads of Year (AHOYs) and Sixth Form Deputies (SFD) | Years 7-13 | These members of staff have reduced timetables and pupils should be made aware of who they are and how to contact them. |
| SEND and Pupil Premium Teams | All years | These teams will arrange bespoke interventions to meet the needs of Pupil Premium and SEND pupils. |
| Head of the Junior Department | Years 3-6 | These members of staff have reduced timetables and pupils should be made aware of who they are and how to contact them. |
| Assistant Headteacher with responsibility for Key Stage 3 | Years 7-9 | |
| Assistant Headteacher with responsibility for Key Stage 4 | Years 10-11 | |
| Assistant Headteacher with responsibility for Key Stage 5 | Years 12-13 | |
| The Deputy Headteacher (Pastoral) | All years | Problems regarding mental health and wellbeing should be escalated to The Deputy Headteacher (Pastoral). |
| The School Chaplain | All years | Operates an open-door policy. |
| The School Nurse | All years | Appointments can be made through the Pupil Support Officer for each Key Stage. |
| The Director of Music at the Cathedral and Cathedral Music Department Staff | King's School Cathedral Choristers | Director of Music at Peterborough Cathedral. Morning/afternoon weekend chorister commitments. |

Local Support

In Peterborough, there is a range of organisations and groups offering support, including the **CAMHS partnership**, a group of providers specialising in children and young peoples mental health and emotional 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. Useful mental health websites and mental health apps are displayed on the School Website and bulletin and display boards.

8. 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 the relevant Pupil Support Officer.

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

- Physical signs of harm that are repeated or appear non-accidental
- Expressing feelings of failure, uselessness or loss of hope
- Changes in eating / sleeping habits
- Changes in clothing - e.g. long sleeves in warm weather
- Increased isolation from friends or family, becoming socially withdrawn
- Secretive behaviour
- Changes in activity and mood
- Skipping PE or getting changed secretly
- Lowering of academic achievement
- Lateness to, or absence from, School
- Talking or joking about self-harm or suicide
- Repeated physical pain or nausea with no evident cause
- Abusing drugs or alcohol
- An increase in lateness or absenteeism

9. Targeted Support

The King's (The Cathedral) School recognises that 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. As a School we will work closely with the School Nurse in supporting the emotional and mental health needs of our pupils. As a School we will ensure timely and effective identification of pupils who would benefit from targeted support

10. 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, such as pupils up to the age of 16 who are in danger of harm. 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 or carers must always be informed, but pupils may choose to tell their parents/carers themselves. If this is the case, a timescale of 24 hours is recommended to share this information before the School makes contact with the parents/carers.

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

11. Whole School Approach

11.1 Working with Parents/Carers

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

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

We are mindful that for a parent/carer, 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/carer to reflect and come to terms with the situation.

Signposting parents/carers 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/carers 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.

11.2 Supporting Parents/Carers

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:

1. Ensuring all parents/carers are aware of and have access to promoting social and emotional wellbeing and preventing mental health problems;
2. Highlighting sources of information and support about common mental health issues through our communication channels (website, newsletters etc.);
3. 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
4. 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.

11.3 The Cathedral (The King's School) Choristers

The School's links with Peterborough Cathedral are both historic and enduring. The King's (The Cathedral) School was first established to educate the Choristers at The Cathedral. As a School we understand the enormous commitment that Choristers undertake but also see the enormous benefits that they receive - an outstanding musical education with the benefit of being educated at an over subscribed School reflective of their impressive educational outcomes.

The King's (The Cathedral) School, through the Deputy Headteacher (Pastoral), will liaise with Cathedral staff fortnightly (principally through the Cathedral's Director of Music) to monitor the mental health and wellbeing of the Cathedral (The King's School) Choristers.

12. 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 or carers with whom we will discuss:

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

Additionally, we will want to highlight with peers

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

13. Training

As a minimum, all staff will receive regular training about recognising and responding to mental health issues to enable them to keep pupils safe.

We will host relevant information on our website for staff who wish to learn more about mental health. We will signpost to staff that the MindEd learning portal provides free online training suitable for staff wishing to know more about a specific issue.

We are, and remain committed to providing staff both training and resources and as a School we are committed to evaluating our provision for student and staff mental health and emotional wellbeing.

The King's (The Cathedral) School, are and will remain committed, to surveying the mental health and emotional wellbeing of all pupils and staff.

The CPDL (Continual Professional and Leadership Development) budget will allocate 10% of the funds allocated specifically to the aims of improving staff awareness of mental health and emotional wellbeing.

14. Policy Review

This policy will be reviewed every two years as a minimum. The next review date is November 2021. In between updates, the policy will be updated when necessary to reflect local and national changes.

This is the responsibility of The Deputy Headteacher (Pastoral). Any personnel changes will be implemented immediately.