

**St. Mary's RC Primary School**  
**Pupil Wellbeing and Mental Health Policy**

**Mission Statement**

At St. Mary's we all aim to build a community based on the love of God and each other, where we recognise that all children are precious and unique. We celebrate the special talents that each person brings to our school and work in partnership with home, parish and the wider community to help the children to grow in the Catholic faith. We provide a happy, secure learning environment and a rich curriculum through which we encourage all our children to fulfil their God-given potential.

**Introduction**

At St. Mary's RC School, we are committed to supporting the mental health and wellbeing of all our pupils. Our culture is supportive, caring and respectful. We encourage our pupils to be open and we want each pupil to have their voice heard. At St. Mary's, we recognise that everyone experiences different life challenges, and that each of us may need help to cope with them sometimes. We understand that anyone and everyone may need additional emotional support. At our school, positive mental health is everyone's responsibility. We all have a role to play.

**Policy Scope**

This policy is a guide to all staff, including teachers, governors, and non-teaching staff. It outlines our approach to promoting pupil mental health and wellbeing. It should be read and understood alongside our other relevant school policies:

- Child Protection and Safeguarding policy
- Anti-bullying policy
- Behaviour policy
- Online Safety policy
- Staff Wellbeing policy

And the following national guidance:

- Transforming Children and Young People's Mental Health Provision: A Green Paper (2018)
- Promoting and Supporting Mental Health and Wellbeing in Schools and Colleges (2022)
- Keeping Children Safe in Education (2022)

**Policy Aims**

The aim of our policy is to demonstrate our commitment to the mental health of our pupils.

At St. Mary's we will:

- Help the children to understand and regulate their emotions
- Ensure our pupils feel comfortable sharing any concerns and worries
- Help children to form and maintain relationships

- Encourage children to be confident and help to promote their self-esteem
- Help children to develop resilience and ways of coping with setbacks
- Develop a growth mind-set

We will promote a healthy environment by:

- Promoting positive mental health and emotional wellbeing
- Celebrating both academic and non-academic achievements
- Promoting the Gospel values and encouraging a sense of belonging and community
- Providing opportunities to develop a sense of worth and to reflect
- Promoting our pupils' voices and giving them the opportunity to participate in decision-making
- Celebrating each pupil for who they are and making every pupil feel valued and respected
- Adopting a whole school approach to mental health and providing support where it is needed
- Raising an awareness amongst staff, parents and pupils about mental health issues and their signs and symptoms
- Enabling staff to respond to early warning signs of mental-ill health in pupils
- Signposting pupils and their families to internal and external support

### **Key Staff Members**

All staff members have a responsibility to promote the mental health of pupils and each other. However, certain staff members have a specific role in the process.

These are:

- The Designated Safeguarding Officers: Deidre Reeves, Vicky Johnson and Amy Paul
- Wellbeing Team: Vicky Johnson (Lead and Mental Health Champion), Amy Paul (Staff wellbeing Lead) and Lynnette Barker
- Caritas School Social Worker: Nicol Lavelle-Connaughton

If a member of staff is concerned about the mental health and wellbeing of a pupil, then in the first instance they should speak to Vicky Johnson or Lynnette Barker. If a child presents with a medical emergency then relevant procedures will be followed, including involving the emergency services.

### **Teaching About Mental Health**

Our RHE and PSE curriculum is designed to give pupils the skills, knowledge and understanding they need to keep themselves mentally healthy. This includes resilience and breathing techniques, mindfulness and self-confidence as well as exploring ways in which they can keep themselves safe and healthy. Our RHE and PSE curriculum is taught on a weekly basis through our whole school scheme of work. We will regularly review our curriculum and lesson content to ensure that they are meeting the aims outlined in this policy.

## **Support At School and in the Local Community**

We have a range of support available in school for any pupils who are struggling, as listed below:

- Circle time which is incorporated into weekly RHE/PSE lessons
- Daily Mindfulness sessions
- Counselling support
- Programmes for individual support
- Lego Therapy
- Nurture Groups
- Peer support
- Worry Wizard resources and class worry boxes
- Regulating emotions prompt resources in each classroom

There are also a lot of support networks available for children in the local community (see Appendix ii)

We will ensure that all staff, students and parents are aware of the support that is available in our school for mental health. This includes how to access further support, both inside and outside of school hours. St. Mary's has a children's Mental Health information board that is accessible for all pupils on the main corridor. The website also has a Mental Health and wellbeing section.

## **Identifying Need and Warning Signs**

All of our staff will be trained in how to recognise warning signs of common mental health problems. This means that they will be able to offer help and support to pupils who need it, when they need it. These warning signs will be taken seriously and staff who notice any of these signs will communicate their concerns with the Designated Safeguarding Lead, as appropriate.

Staff will be able to identify a range of behaviour and physical changes, including:

- Physical signs of harm
- Changes in eating and sleeping habits
- Increased isolation from family and friends and becoming socially withdrawn.
- Changes in mood
- Talking and/or joking about self-harm and/or suicide
- Drug and alcohol abuse
- Feelings of failure, uselessness and loss of hope
- Secretive behaviour
- Clothing unsuitable for the time of year, e.g. a large winter coat in summer
- Negative behaviour patterns

Staff will also be able to identify a range of issues, including:

- Attendance and punctuality
- Punctuality and absenteeism
- Punctuality and lateness
- Changes in educational attainment and attitude towards education
- Family and relationship problems

Finally, staff be well placed to identify any additional needs arising from difficulties that may impact a child's mental health and wellbeing, such as bereavement, health difficulties, and family circumstances.

### **Managing Disclosure**

If a pupil discloses concerns about themselves or a friend to any member of staff, then all staff will respond in a calm, supportive and non-judgemental manner. Staff will not ask leading questions but repeat the pupil's words for clarification.

All disclosures will be recorded confidentially on our electronic system (CPOMS) and will only be shared with the appropriate authorities if its necessary to keep the child safe, in line with our Safeguarding policy. The disclosure record will contain:

- The date of the disclosure
- The name of the staff member to whom the disclosure was made
- The nature of the disclosure and the main points from the conversation
- Agreed action

### **Confidentiality**

If a member of staff thinks it is necessary to pass on concerns about a pupil, either to a DSL inside the school or somebody outside it, then this will first be discussed with the pupil.

They will be told:

- Who the staff member is going to tell
- What the staff member is going to disclose
- Why is it necessary for somebody else to be told
- When the contact will be

However, it may not be possible to gain the pupil's consent first, such as in the case of pupils who are at immediate risk. Protecting a pupil's safety is our main priority so we would share disclosures if we judged a child to be at risk.

### **Whole School Approach**

We take a whole school approach towards the mental health of our pupils. This means working with parents and carers and with other agencies and partners where necessary.

### **Working with Parents and Carers**

We aim to support parents as much as possible. This means keeping them informed about their child and offering our support at all times. To support parents we will

- Listen to their concerns regarding their child
- Highlight sources of information and support about mental health and emotional wellbeing that we have in our school.
- Share and allow parents to access further support.
- Ensure that parents are aware of who to talk to if they have concerns about their child.

- Give parents guidance about how they can support their child/children's positive mental health
- Ensure this policy is easily accessible to parents
- Keep parents informed about the mental health training our school staff receive and how mental health is covered in our school curriculum.
- Make an external referral if needed to meet the needs of the child.

### **Working with Other Agencies and Partners**

As part of our whole school approach, we will also work with other agencies to support our pupils' emotional health and wellbeing. Appendix i outlines advice for professionals in Tameside and Glossop. This might include liaising with:

- Mental Health Support Teams (MHST)
- School Nurse
- Paediatrician
- CAMHS
- Counselling services
- Therapist
- Family Support Workers
- Behavioural Support Workers

A full list of local services can be viewed in Appendix ii

- The Hive (TOG Mind), Ashton, Drop in basis - Wednesdays until 7pm
- Off the Record, Hyde – Wednesdays 3-6pm
- Counselling Drop in, Hattersley – Tuesdays 3-6pm
- The Talk Shop, Anthony Seddon, Ashton
- TOG Mind
- 42<sup>nd</sup> Street
- Kooth
- CAMHS Link Workers
- Crisis care pathway

### **Making Referrals**

Referrals for pupils can develop from a range of sources – Teachers, SENDCo, Parents, Pupils, GPs.

**Single Access Point** - The new multi-agency referral pathway in Tameside has been designed as a central referral point for all services that support families, including children's mental health referrals across Tameside and Glossop.

This is to ensure:

- Access to good quality information from a variety of agencies
- There is joined up working and information sharing
- The child receives the most appropriate support
- Needs are best met at the point of referral
- Families will experience one referral with a support plan being put in place following this referral.

The referral process is outlined in Appendix iii

### **Supporting Peers**

We understand that, when a pupil is suffering from mental health issues, it can be a difficult time for their peers. In response to this, we will consider, on a case by case basis, any peers that may need additional support. We will provide support in a 1:1 or group setting. These sessions will be guided by the pupil, but they will discuss how peers can help, how peers can access support themselves, and healthy ways of coping with any emotions they might be feeling. Pupils can regularly share worries and concerns through RHE and PSE sessions and classroom worry boxes.

### **Training**

All staff will receive regular training in child mental health so that they can recognise and respond to mental health issues. This will form part of their regular safeguarding training and is a requirement to keep children safe. Training records will be held in a secure area online. All relevant information will be available to all staff on the shared 'All Staff' area of OneDrive so staff can learn more about child mental health. We will consider additional training opportunities for staff and we will support additional CPD throughout the year where it becomes appropriate due to developing situations with pupils.

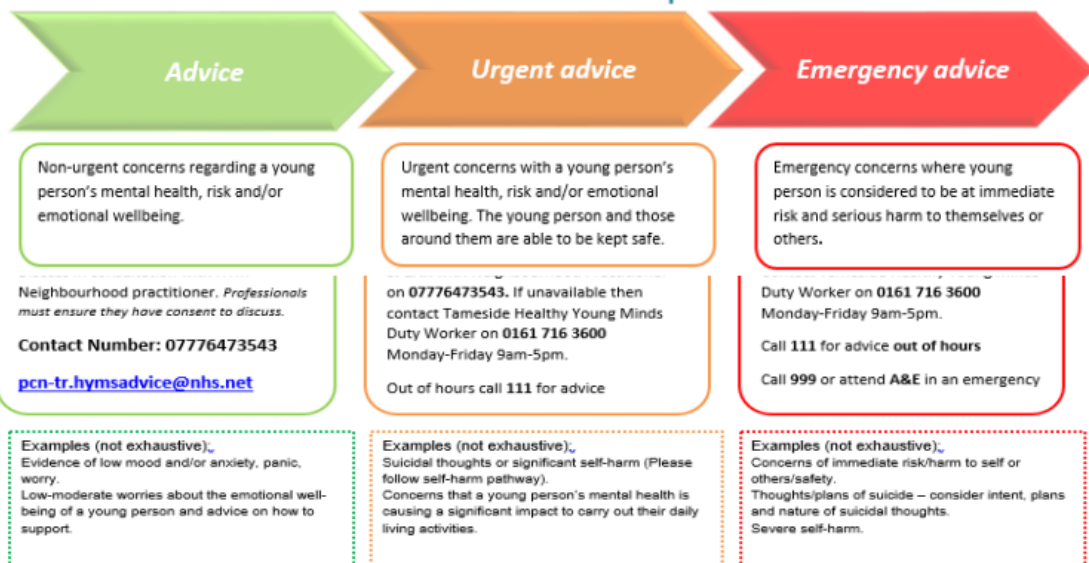
<b>Approved by:</b> Curriculum and Pupil Wellbeing Committee	<b>Date:</b> 26.01.2023
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<b>Next review due by:</b> January 2024
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## Appendix i) Mental Health Advice for Professionals



### Mental Health advice for professionals working with children and young people in Tameside and Glossop



#### Tameside and Glossop Healthy Young Minds are pleased to offer a dedicated Neighbourhood Mental Health Service in Tameside and Glossop.

Our consultation offer supports professionals in identifying and supporting the mental and emotional health needs of young people. The team can be contacted via:

[pcn-tr.hymsadvice@nhs.net](mailto:pcn-tr.hymsadvice@nhs.net)

**07776473543**

(Please note we aim to respond to all emails within 5 working days, this inbox is not continually monitored).  
**Please contact the HYM team directly if you require an urgent response on 0161 716 3600.**

Tameside and Glossop Localities

## Appendix ii) Local Services

## Off the Record

<b>Service Description</b>	Person-centred 1:1 counselling service for children and young people
<b>Service Offer</b>	Specialist 1:1 counselling Weekly drop-in for young people in 'immediate crisis' Drop in clinics available at Clarendon Place in Hyde on Wednesdays 3pm-6pm and Hattersley Group Practice Tuesdays 3pm-5:45pm Multi agency peer support friendly drop in also available on Thursdays at the Anthony Seddon Fund, Ashton between 4-7pm, with counselling if required
<b>Age Range</b>	10-25 in Tameside
<b>How to Access</b>	The service takes referrals from young people themselves and from parents, carers and professionals
<b>Contact details</b>	0161 355 3553 <a href="http://www.otr-tameside.org/">http://www.otr-tameside.org/</a>
<b>How are they working differently?</b>	Drop-in has shifted to a telephone based service. Young people/parents can call in and a counsellor will ring them back (at a specified time) The counsellors are arranging telephone counselling with their clients. Appointments will shift from young people attending at a set time, to a counsellor calling the young person for their session.

## TOG

<b>Service Description</b>	Counselling and Emotional well being supportive services for children, young people and their families
<b>Service Offer</b>	<ul style="list-style-type: none"> <li>- <b>Sort it! Drop in:</b> The drop in runs every Wednesday from 4pm—8pm in Ashton and Monday evening in Glossop 4-7pm</li> <li>- <b>C&amp;YP Counselling:</b> Counselling is offered within the drop in hours in one of the therapy rooms</li> <li>- <b>Early intervention Service:</b> Helping Children and Young people with low level mental health such as Anxiety, Low Mood, Stress, Anger and Confidence</li> <li>- <b>Bee Arty:</b> Each week the Sort it! Drop in runs there will be an art space that people can attend and drop in and out throughout the evening</li> <li>- <b>Families in Mind:</b> Mental health and well-being service designed to provide early intervention support for families with emerging difficulties around common family issues which are beginning to impact emotional health and well-being. These issues may include difficulty around communication, conflicts, family roles and family strengths</li> </ul>
<b>Age Range</b>	The Hive is a central hub for ages 8-18 and their families
<b>How to Access</b>	The service takes referrals from young people themselves and from parents, carers and professionals
<b>Contact details</b>	0161 330 9223 <a href="https://www.togmind.org/">https://www.togmind.org/</a>
<b>How are they working differently?</b>	The service is not able to see children, young people and their families face-to-face at this time. All 'drop ins' and family assessments will now be telephone appointments, but that will be the only difference. Practitioners will ensure that the same level of support and confidentiality is upheld, and will ensure that the same quality of service is delivered

## Kooth

<b>Service Description</b>	Online counselling and peer support platform
<b>Service Offer</b>	Anonymous online counselling, advice and mental health support. Fully moderated forums and Self-help materials which are available 24/7, and qualified counsellors and therapists available.
<b>Age Range</b>	11-18 year olds
<b>How to Access</b>	visit the website and sign up at - <a href="http://www.kooth.com/signup">www.kooth.com/signup</a>
<b>Contact details</b>	<a href="http://www.kooth.com">www.kooth.com</a>
<b>How are they working differently?</b>	The Tameside and Glossop integration and participation worker is holding remote sessions to professionals...next dates: * Tuesday July 21st - 11am-12pm - to book, please register here: <a href="https://www.eventbrite.co.uk/e/111832193100">https://www.eventbrite.co.uk/e/111832193100</a> * Thursday July 23rd 10.30am,-11.30pm - to book, please register here: <a href="https://www.eventbrite.co.uk/e/111803768080">https://www.eventbrite.co.uk/e/111803768080</a>

## CAMHS

<b>Service Description</b>	The service offers specialist mental health support with evidence based therapies, including the neurodevelopmental pathway and support for looked after children. Early Attachment Services sit within Healthy Young Minds.
<b>Service Offer</b>	Provide assessment and intervention and support CYP and their families/carers. Some of the problems supported includes: Anxiety, Depression, Eating disorders, Psychosis, PTSD, Self-harm, ADHD, ASD and other complex psychological difficulties. CAMHS deliver support through a range of specialist therapeutic and pharmacological interventions. The service operates Monday to Friday 9-5 with Rapid response team operating 8-8pm.
<b>Age Range</b>	CYP up to 16 years old, but 16-18 on particular pathways
<b>How to Access</b>	Professional referral into the service For more info on a referral please contact - CAMHS duty team: 0161 716 3600 (Mon–Fri 9-5pm)
<b>Contact details</b>	<a href="https://healthyyoungmindspennine.nhs.uk/find-us/tameside-and-glossop/">https://healthyyoungmindspennine.nhs.uk/find-us/tameside-and-glossop/</a>
<b>How are they working differently?</b>	All cases have been proactively managed by case workers with routine welfare checks All CYP within CAMHS have continued to receive support digitally via video or telephone, or seen if requested. Service is still taking new referrals into CAMHS service

### Crisis Care Pathway

<b>Service Description</b>	Rapid Response teams provides crisis support to children and young people under 18, across all GM boroughs.
<b>Service Offer</b>	The service provides a rapid assessment to children and young people who present at A&E with suspected mental health difficulties/mental health crisis. This forms part of the Greater Manchester mental health crisis care pathway
<b>Age Range</b>	Up to 18 years
<b>How to Access</b>	Referrals via the local Duty CAMHS Team (0161 716 3663 Monday-Friday 9am-5pm, or 111 out of hours)
<b>How are they working differently?</b>	The GM rapid response team is supporting the local hospital liaison team to prevent admissions into hospital

### Appendix iii) Referral Process

## Tameside & Glossop CAMHS Early Help Access Point: A new Child and Adolescent Mental Health referral pathway using the Multi-Agency Request for Service (MARS) pathway form.

The new multi-agency referral pathway has been designed as a central referral point for all services that support families, including, children’s mental health referrals across Tameside & Glossop. We will have access to good quality information from a variety of agencies which will enable joined up working and information sharing to ensure that the child receives the most appropriate support so that their needs are best met at the point of referral. Importantly families will experience one referral with a support plan being put in place following this referral.

## Which services are part of the Early Help Access Point?

Once a referral is received at EHAP the referral will be triaged and the most appropriate service will be identified to best meet the needs of the young person. The following services form part of the CAMHS Partnership umbrella:

Healthy Young Minds  
Tameside, Oldham and Glossop Mind (TOGMind)  
42<sup>nd</sup> Street  
Off The Record  
Mental health locality  
Mental health consultation  
Children's eating disorder service (CEDs)  
Perinatal & Parent infant mental health (PPIMH AKA Early Attachment Service)  
Rapid response team (RRT)  
Commissioned and non-commissioned VCSE Sector organisations

Please note that the Anthony Seddon Fund Drop-in service, Hive Drop-in service TOG Mind, the Early Help Assessment (EHA), Neurodevelopmental Pathways and Early Attachment Service (EAS) referral routes will remain in operation.

## Who can refer?

The new referral pathway accepts referral requests from all professionals working with a child/young person. Please remember to gain consent from the Parent/Carers prior to making a request for service for Early Help Support for them. **All usual services across the EHAP and MASH pathway are also available via the MARS.**

<https://secure.tameside.gov.uk/forms/mars/f1312mars.asp>

If your referral request is about a child/young person's emotional/mental health then please ensure you select the **amber** button called Child/Emotional/Mental Health, this will ensure that the CAMHS Early Help Access Team receive the MARS.

Thank you for completing the referral.

If the level of need is level 1 or 2, you will need to press the "Submit to The Early Help Access Point (EHAP) - Help" button in green below and this will be sent to The Early Help Access Point.

If the level of need is 3 or 4, you will need to press the "Submit to The Multi Agency Safeguarding Hub (MASH) - Harm" button in red below and this will be sent to the Multi Agency Safeguarding Hub.

If your referral is about a child/young person's emotional/mental health then please ensure you select the amber button called Child/Emotional/Mental Health, this will ensure that the Healthy Young Minds Early Help Access Team receive the MARS.

Submit To The Early Help Access Point (EHAP) - HELP	Child - Emotional/Mental Health	Submit To Multi Agency Safeguarding Hub (MASH) - HARM
Level 1 - Universal Services Level 2 - Early Help	Where it is viewed that the primary need is support from mental health agencies	Level 3 - Child in Need (Section 17) Level 4 - Child Protection/Significant Harm
<input type="button" value="Back"/> <input type="button" value="Back to Start"/>		

## How to refer?

- If you have any urgent concerns that you wish to discuss please contact us on 0161 716 3600
- Through the MARS process which will require the above referral form completing if a mental health need is identified during the process. <https://secure.tameside.gov.uk/forms/mars/f1312mars.asp>
- The MARS referral form will need to be completed with as much detail as possible to help us offer the appropriate support.

## What happens once the referral has been sent?

Your referral will be screened by one of our clinical triage team. Once a decision has been made about which service can best support the needs of the child and their family we will write to you, as the referrer, to let you know the decision. The family will then be contacted by the appropriate service to discuss next steps and offer an appointment. This may be by letter, e-mail or phone.

## Contact us

If you have any questions please contact us by phone on 0161 716 3600 or email [pcn-tr.hymsearlyhelpaccess@nhs.net](mailto:pcn-tr.hymsearlyhelpaccess@nhs.net)