MENTAL HEALTH & WELLBEING POLICY

DATE ADOPTED: September 2026

SIGNED BY HEADTEACHER: Signed copy stored in school office.

SIGNED BY CHAIR OF GOVERNORS: Signed copy stored in school office.

DATE OF NEXT REVIEW: September 2027

1. POLICY STATEMENT

At Carlton Colville, we are committed to supporting the mental health and wellbeing of our whole school community. Our culture is supportive, caring and respectful. We encourage pupils to be open and want each pupil to have their voice heard.

We understand that everyone experiences challenges in life and that these challenges can affect our ability to thrive. All of us may, at some time, need help and emotional support. We believe that positive mental health is everyone's responsibility and that we all have a role to play.

This policy should be read alongside the Child Protection and Safeguarding, Behaviour, SEND and PSHE policies.

2. OUR AIMS

We aim to:

- help children to have a better understanding of their emotions;
- ensure pupils feel comfortable sharing their concerns and worries;
- support pupils to form and maintain positive relationships;
- build confidence and promote self-esteem;
- develop resilience and ways of coping with setbacks;
- ensure every pupil feels valued and respected;
- encourage pupil voice and involve pupils in decision making;
- promote positive mental health and emotional wellbeing for pupils and staff;
- raise awareness of mental health and wellbeing through the curriculum and wider school life;
- identify concerns early and provide appropriate support;
- support staff who may be experiencing difficulties with their mental health.

Mental health and wellbeing are promoted through our PSHE curriculum, our values and Elements, pastoral support, relationships and behaviour work, and the wider life of the school.

3. KEY STAFF AND RESPONSIBILITIES

All staff have a responsibility to promote the mental health and wellbeing of pupils and each other and to respond appropriately when concerns arise.

Headteacher: Mr Sparks
DSL: Miss Waddington
ADSLs: Mrs Aggreh, Miss Collings
SENCO: Mrs Aggreh
Mental Health Lead: Miss Waddington
Mental Health First Aid for adults: Mrs White
Mental Health Champions: Miss Collings, Miss Waddington
Pastoral Staff: Miss Waddington, Mrs Keating, Miss Collings, Miss Baker

The safeguarding team will provide support where a mental health concern may also be a safeguarding concern.

4. IDENTIFYING CONCERNS

All staff should be aware of changes in a pupil's behaviour, appearance, attendance or emotional wellbeing. Possible warning signs include:

- changes in mood or behaviour;
- becoming socially withdrawn;
- changes in eating or sleeping habits;
- low self-esteem;
- signs of physical harm;
- conversations about self-harm or suicide;
- drug or alcohol misuse;
- increased or unexplained absence from school;
- significant changes in appearance or clothing.

These signs do not necessarily mean that a pupil has a mental health difficulty, but they should be taken seriously and concerns should be shared with the appropriate member of staff.

5. MANAGING CONCERNS AND DISCLOSURES

If a pupil shares a concern about themselves or a friend with any member of staff, the staff member will respond in a calm, supportive and non-judgemental manner.

Staff should:

- listen and take the pupil seriously;
- not promise confidentiality;
- explain that information may need to be shared to keep the pupil safe;
- record the concern appropriately; and
- inform the DSL or another appropriate member of the safeguarding or pastoral team.

Records should include the **date, staff member, nature of the concern and the main points of the conversation**.

If we consider a pupil to be at immediate risk, our priority is to safeguard the pupil. Information will then be shared with the appropriate people or agencies.

6. CONFIDENTIALITY

Information about a pupil's mental health will be treated sensitively and shared with those who need to know.

Where appropriate, the pupil will be told:

- who the staff member is going to tell;
- what the staff member is going to disclose;
- why it is necessary for somebody else to be told; and
- when the contact will be made.

However, confidentiality cannot be guaranteed where information needs to be shared to keep a pupil safe