



Name of School	St Edward's Catholic Primary School
Policy implemented	November 2025
Date of next review	November 2026
Who reviewed this policy?	Ms S Naz Assistant Head Teacher

Contents

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- **1. Aims**

At St Edward's school we are committed to supporting the mental health and wellbeing of pupils, parents, carers, staff and other stakeholders.

This policy focuses on pupils' mental health and wellbeing. It aims to:

Set out our school's approach to promoting positive mental health and wellbeing for all pupils across our school

Provide guidance to staff on their role in supporting pupils' mental health and wellbeing, including how they can foster and maintain an inclusive culture in which pupils feel able to talk about and reflect on their experiences of mental health

Support staff to identify and respond to early warning signs of mental health issues

Inform pupils and their parents/carers about the support they can expect from our school in respect of pupils' mental health and wellbeing, and provide them with access to resources

• 2. Legislation and guidance

This policy was written with regard to:

[The Equality Act 2010](#)

[The Data Protection Act 2018](#)

Articles 3 and 23 of the [UN Convention on the Rights of the Child](#)

• 3. Roles and responsibilities

All staff are responsible for promoting positive mental health and wellbeing across our school and for understanding risk factors. If any members of staff are concerned about a pupil's mental health or wellbeing, they should inform the Designated Safeguarding Lead & Senior Mental Health Leader (Ms S Naz).

Certain members of staff have extra duties to lead on mental health and wellbeing in school. These members of staff include:

Head Teacher & Senior Leadership Team

Designated safeguarding lead (DSL)

Special educational needs co-ordinator (SENCO)

Mental health lead

Attendance lead

- **4. Procedure to follow in a case of acute mental health crisis**

Is the pupil seriously injured, experiencing an acute mental health crisis (psychosis, mania, self-harm) or feeling suicidal?

Yes

No

Is the pupil injured or experiencing a significant mental health incident?

Acute Risk
Call 999 or take pupil to A&E
Inform the parents/carers
The hospital should make the referral to CAMHS and inform their GP

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- Yes

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- No

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-
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- Administer first
aid or mental
health aid

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-
- risk by discussing issue with the
pupil. This will include offering
support and explaining the
limits of confidentiality
The member of staff makes a
record of the discussion and
informs the DSL
What level of risk is the pupil

-
-
-
- High risk

collect the pupil (unless there is a safeguarding reason not to)

Discuss concerns with parents/carers and recommend taking pupil to GP

Refer to CAMHS or social care team (if

-
-
-

Low/medium risk

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-
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Member of staff explains support on offer

Inform parents/carers unless there is a safeguarding reason not to

Involvement of external professionals (e.g. GP, CAMHS)

Follow safeguarding procedures if necessary

Referral to internal support – interventions or school-based counsellor

Set out offer of support in an individual healthcare plan

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Have a meeting with parents/carers and pupil

(if appropriate) to discuss school-based support on offer

Create an IHP (see section 10.4)

Offer to make any

-
-
-
-

sure all information has been recorded
confidentially

-
-
-

adaptations to support offer if necessary. If
progress isn't being made, repeat the
procedure

-
-

• 5. Warning signs

All staff will be on the lookout for signs that a pupil's mental health is deteriorating. Some warning signs include:

Changes in:

Mood or energy level

Eating or sleeping patterns

Attitude in lessons or academic attainment

Level of personal hygiene

Social isolation

Poor attendance or punctuality

Expressing feelings of hopelessness, anxiety, worthlessness or feeling like a failure

Abuse of drugs or alcohol

Rapid weight loss or gain

Secretive behaviour

Covering parts of the body that they wouldn't have previously

Refusing to participate in P.E. or being secretive when changing clothes

Physical pain or nausea with no obvious cause

Physical injuries that appear to be self-inflicted

Talking or joking about self-harm or suicide



• 6. Managing disclosures

If a pupil makes a disclosure about themselves or a peer to a member of staff, staff should remain calm, non-judgmental and reassuring.

Staff will focus on the pupil's emotional and physical safety, rather than trying to find out why they are feeling that way or offering advice.

Staff will always follow our school's safeguarding policy and pass on all concerns to the DSL/Mental Health Lead. All disclosures are recorded and stored in the pupil's confidential child protection file.

When making a record of a disclosure, staff will include:

The full name of the member of staff who is making the record

The full name of the pupil(s) involved

The date, time and location of the disclosure

The context in which the disclosure was made

Any questions asked or support offered by the member of staff

• 7. Confidentiality

Staff will not promise a pupil that they will keep a disclosure secret – instead they will be upfront about the limits of confidentiality.

A disclosure cannot be kept secret because:

Being the sole person responsible for a pupil's mental health could have a negative impact on the member of staff's own mental health and wellbeing

The support put in place for the pupil will be dependent on the member of staff being at school

Other staff members can share ideas on how to best support the pupil in question

Staff should always share disclosures with at least 1 appropriate colleague. This will usually be the DSL/Mental Health Lead. If information needs to be shared with other members of staff or external professionals, it will be done on a need-to-

know basis.

Before sharing information disclosed by a pupil with a third party, the member of staff will discuss it with the pupil and explain:

Who they will share the information with

What information they will share

Why they need to share that information

Staff will attempt to receive consent from the pupil to share their information, but the safety of the pupil comes first.

Parents/carers will be informed unless there is a child protection concern. In this case the child protection & safeguarding policy will be followed.

7.1 Process for managing confidentiality around disclosures

1. Pupil makes a disclosure
2. Member of staff offers support
3. Member of staff explains the issues around confidentiality and rationale for sharing a disclosure with DSL/Mental Health Lead
4. Member of staff will attempt to get the pupil's consent to share – if no consent is given, explain to the pupil who the information will be shared with and why
5. Member of staff will record the disclosure and share the information with the chosen elected member of staff
6. The DSL/Mental Health Lead will inform the parent/carers (if appropriate)
7. Any other relevant members of staff or external professionals will be informed on a need-to-know basis

• 8. Supporting pupils

8.1 Baseline support for all pupils

As part of our school's commitment to promoting positive mental health and wellbeing for all pupils, our school offers support to all pupils by:

Raising awareness of mental health during assemblies, tutor time, PSHE and mental health awareness week

Signposting all pupils to sources of online support on our school website

Having open discussions about mental health during lessons

Providing pupils with avenues to provide feedback on any elements of our school that is negatively impacting their mental health

Monitoring all pupils' mental health through assessments, e.g. a strengths and difficulties questionnaire

Appointing a senior mental health lead with a strategic oversight of our whole school approach to mental health and wellbeing

Offering pastoral support, e.g. through designated members of staff

Making classrooms a safe space to discuss mental health and wellbeing

8.2 Assessing what further support is needed

If a pupil is identified as having a mental health need, the Senior Mental Health Lead will take a graduated and case-by-case approach to assessing the support our school can provide, further to the baseline support detailed above in section 8.1.

Our school will offer support in cycles of:

Assessing what the pupil's mental health needs are

Creating a plan to provide support

Taking the actions set out in the plan

Reviewing the effectiveness of the support offered

8.3 Internal mental health interventions

Where appropriate, a pupil will be offered support that is tailored to their needs as part of the graduated approach detailed above. The support offered at our school includes:

Nurture groups

ELSA Programme

Edwardians programme

Meeting Learning Mentor

Counselling

Play Therapy

Well Being Ambassadors

8.4 Individual healthcare plans (IHPs)

A pupil will be offered an individual healthcare plan (IHP) if needed and is appropriate.

IHPs are written in collaboration with the pupil (if appropriate), their parent/carer, and any other relevant professionals.

The pupil's IHP will contain the following details:

The mental health issue (and its triggers, signs, symptoms and treatments)

The pupil's needs resulting from the condition

Specific support for the pupil's educational, social and emotional needs

The level of support needed

Who will provide the support

Who in our school needs to be aware of the child's condition

What to do in an emergency

8.5 Making external referrals

If a pupil's needs cannot be met by the internal offer our school provides, our school will make, or encourage parents/carers to make, a referral for external support.

A pupil could be referred to:

Their GP or a paediatrician

CAMHS

Mental health charities (e.g. [Samaritans](#), [Mind](#), [Young Minds](#), [Kooth](#))

Local counselling services

• 9. Supporting and collaborating with parents/carers

We will work with parents/carers to support pupils' mental health by:

Asking parents/carers to inform us of any mental health needs their child is experiencing, so we can offer the right support

Informing parents/carers of mental health concerns that we have about their child

Engaging with parents/carers to understand their mental health and wellbeing issues, as well as that of their child, and support them accordingly to make sure there is holistic support for them and their child

Highlighting sources of information and support about mental health and wellbeing on our school website, including the mental health and wellbeing policy

Liaising with parents/carers to discuss strategies that can help promote positive mental health in their child

Providing guidance to parents/carers on navigating and accessing relevant local mental health services or other sources of support (e.g. parent/carer forums)

Keeping parents/carers informed about the mental health topics their child is learning about in PSHE, and share ideas for extending and exploring this learning at home

When informing parents/carers about any mental health concerns we have about their child, we will endeavour to do this face-to-face. These meetings can be difficult, so our school will ensure that parents/carers are given time to reflect on what has been discussed, and that lines of communication are kept open at the end of the meeting. A record of what was discussed, and action plans agreed upon in the meeting will be recorded and added to the pupil's confidential record.

If appropriate, an individual healthcare plan (IHP) will be created in collaboration with parents/carers (see section 10.4).

• 10. Supporting peers

Watching a friend experience poor mental health can be very challenging for pupils. Pupils may also be at risk of learning and developing unhealthy coping mechanisms from each other.

We will offer support to all pupils impacted by mental health directly and indirectly. We will review the support offered on a case-by-case basis. Support might include:

Strategies they can use to support their friends

Things they should avoid doing/saying

Warning signs to look out for

Signposting to sources of external support

• 11. Signposting

Sources of support are displayed around our school and linked to on our school website, so pupils and parents/carers are aware of how they can get help.

The use of the school's PING messaging service

Coffee Mornings

Virtual Meetings

The Senior Mental Health Lead will be available to provide further information to pupils and parents/carers if they want to learn more about what support is available.

- **12. Whole school approach to promoting mental health awareness**

12.1 Mental health is taught in PSHE

We follow the Diocesan advice for teaching wellbeing and mental health

Pupils are taught to:

Develop healthy coping strategies

Challenge misconceptions around mental health

Understand their own emotional state

Keep themselves safe

For more information, see our PSHE curriculum (Ten Ten) on our school website.

12.2 Creating a positive atmosphere around mental health

Staff will create an open culture around mental health by:

Discussing mental health with pupils in order to break down stigma

Encouraging pupils to disclose when their mental health is deteriorating

- **13. Training**

All staff will be offered training so they:

Have a good understanding of what pupils' mental health needs are

Know how to recognise warning signs of mental ill health

Know a clear process to follow if they identify a pupil in need of help

Mental Health and Well Being is an ongoing topic on our CPD programme.

- **14. Support for staff**

We recognise that supporting a pupil experiencing poor mental health can affect that staff member's own mental health and wellbeing. To help with this we will:

Treat mental health concerns seriously

Offer staff supervision sessions

Support staff experiencing poor mental health themselves

Create a pleasant and supportive work environment

Offer an employee assistance programmes

- **15. Monitoring arrangements**

This policy will be reviewed as and when needed and at least annually.