



The Bridge Short Stay School

POSITIVE MENTAL HEALTH & WELLBEING POLICY

Lead responsibility for policy	J Wasley Date: May 2020
Approved (Head Teacher)	Date: June 2020
Approved (Chair of Management Committee)	N/A
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Positive Mental Health & Wellbeing Policy

1. Aim and ethos

A school with a mental health and wellbeing policy recognises the role that positive mental health and wellbeing has in enabling students to cope with the everyday stresses of modern life, achieve their potential and contribute positively to their community.

The Bridge Short Stay School aims to promote positive mental health for all students using both universal whole school approaches and specialised targeted approaches aimed at more vulnerable students. In addition to promoting positive mental health, we aim to recognise and respond to mental ill health.

In an average classroom, three children will be suffering from a diagnosable mental health issue. By developing and implementing practical, relevant and effective mental health policies and procedures we can promote a safe and stable environment for students affected both directly and indirectly by mental ill health. Appendix C details common mental health difficulties faced by young people.

The Bridge Short Stay School is a small school working across sites with vulnerable young people of whom many will have already experienced trauma in their lives, have difficulties in managing their emotions and behaviours or have mental health difficulties. All students are screened for mental health difficulties when starting at The Bridge Short Stay School and at regular intervals throughout their time at the school. Assessment of whole school wellbeing may be taken in the form of snapshots. The school vision seeks to support all students to aspire to be happy, healthy, imaginative and resilient members of society and works in a trauma informed way.

The Bridge Short Stay School aims to:

- Promote positive mental health in all students
- Increase understanding and awareness of common mental health issues
- Alert staff to early warning signs of mental ill health
- Provide support to staff working with young people with mental health issues
- Provide support to students suffering mental ill health, their peers and parents/carers

This policy should also be read in conjunction with:

First aid policy

Bereavement policy

PSHE policy

SEND policy

Safeguarding policy

Attendance policy
Positive behaviour support policy
Teaching and learning policy

2. Lead members of staff

Whilst all staff have a responsibility to promote the mental health of students, staff with a specific, relevant role include:

- Senior Pastoral Lead
- Designated Safeguarding Lead
- Mental Health Lead
- SENDCo
- ELSA
- Mental Health First Aider

Any member of staff who is concerned about the mental health or wellbeing of a student should speak to the mental health lead or a Safeguarding Lead and submit a concern through CPOMS. If there is a concern that the student is in danger of immediate harm, then the normal safeguarding procedures should be followed with an immediate referral to the designated safeguarding lead or the head teacher. If the student presents a medical emergency then the normal procedures for medical emergencies should be followed, including alerting the first aid staff and contacting the emergency services if necessary. Where a referral to CAMHS is appropriate, this will be led and managed by the Mental Health lead. A report to school governors is made termly to illustrate the incidence of and interventions delivered for mental health issues in school.

3. Individual care or safety plans

It is helpful to draw up an individual care plan for pupils causing concern or who receive a diagnosis pertaining to their mental health. This should be drawn up involving the pupil, the parents and relevant health professionals and can be referenced in the student's One Page Profile. This can include:

- Details of a student's condition
- Special requirements and precautions
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

4. Teaching about mental health

The skills, knowledge and understanding needed by our students to keep themselves and others physically and mentally healthy and safe are included as part

of our PSHE, tutor group and group wellbeing curriculum. The specific content of lessons will be determined by the specific needs of the cohort we're teaching but there will always be an emphasis on enabling students to develop the skills, knowledge, understanding, language and confidence to seek help, as needed, for themselves or others.

We will follow the PSHE Association Guidance to ensure that we teach mental health and emotional wellbeing issues in a safe and sensitive manner which helps rather than harms.

We endeavour to work in a trauma informed way and have trauma informed classrooms. We also ensure staff understand how important resilience is and provide opportunities for young people to develop this.

5. Signposting

We will ensure that staff, students and parents are aware of sources of support within school and in the local community. What support is available within our school and local community, who it is aimed at and how to access it is outlined Appendix A and can be found in the wellbeing hubs. We will display relevant sources of support in communal areas such as on emotional wellbeing boards, in the wellbeing hubs, and toilets and will regularly highlight sources of support to students within relevant parts of the curriculum.

Whenever we highlight sources of support, we will increase the chance of student help-seeking by ensuring students understand:

- What help is available
- Who it is aimed at
- How to access it
- Why to access it
- What is likely to happen next

6. Warning signs

School staff may become aware of warning signs which indicate a student 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 communicate their concerns via CPOMS and also speak to a Safeguarding Lead or Pastoral Lead. Possible warning signs include:

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating / sleeping habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood
- Lowering of academic achievement

- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour
- Skipping PE or getting changed secretly
- Lateness to or absence from school
- Repeated physical pain or nausea with no evident cause
- Increase in lateness or absenteeism

7. Managing disclosures

A student may choose to disclose concerns about themselves or a friend to any member of staff so all staff need to know how to respond appropriately to a disclosure. If a student chooses to disclose concerns about their own mental health or that of a friend to a member of staff, the member of staff's response should always be calm, supportive and non-judgemental. Staff should listen, rather than advise and our first thoughts should be of the student's emotional and physical safety rather than of exploring 'Why?' For more information about how to handle mental health disclosures sensitively see appendix B. This information should be reported via CPOMS and shared with a Safeguarding Lead or Mental Health Lead.

Confidentiality

We should be honest with regard to the issue of confidentiality. If it is necessary for us to pass our concerns about a student on, then we should discuss with the student:

- Who we are going to talk to
- What we are going to tell them
- Why we need to tell them

We should never share information about a student without first telling them. Ideally we would receive their consent, though there are certain situations when information must always be shared with another member of staff and or a parent/carer.

It is always advisable to share disclosures with a colleague, usually the mental health lead. This helps to safeguard our own emotional wellbeing as we are no longer solely responsible for the student, it ensures continuity of care in our absence; and it provides an extra source of ideas and support. We should explain this to the student and discuss with them who it would be most appropriate and helpful to share this information with.

Parents must always be informed if there are concerns about their safety and it might be appropriate for students to tell their parents themselves. If this is the case, the student should be given an agreed short time frame to share this information before the school contacts parents. We should always give students the option of us informing parents for them or with them.

If a child gives us reason to believe that there may be underlying child protection issues, parents should not be informed, but the safeguarding lead must be informed immediately.

8. Working with parents

Where it is deemed appropriate to inform parents, we need to be sensitive in our approach. Before disclosing to parents/carers, we should consider the following (on a case by case basis):

- Can the meeting happen face to face? This is preferable
- Where should the meeting happen? At school, at their home or somewhere neutral?
- Who should be present? Consider parents, the student, and other members of staff
- What are the aims of the meeting?
- Where possible inform the student that you will be speaking with parent/carers about their disclosure

It can be shocking and upsetting for families to learn of their child's issues and they may respond with anger, fear or upset during the first conversation. We should be accepting of this (within reason) and give the parent time to reflect. We should always highlight further sources of information and give them leaflets to take away where possible as they will often find it hard to take much in whilst coming to terms with the news that you're sharing. Sharing sources of further support aimed specifically at parents can also be helpful too e.g. parent helplines and forums. We should always provide clear means of contacting us with further questions and consider booking in a follow up meeting or phone call right away as parents often have many questions as they process the information. Finish each meeting with agreed next step and always keep a brief record of the meeting on the CPOMS system.

Parents are often very welcoming of support and information from the school about supporting their children's emotional and mental health. In order to support parents we will:

- Highlight sources of information and support about common mental health issues on our school website and through our school communications

- Ensure that all parents are aware of who to talk to, and how to get about this, if they have concerns about their own child or a friend of their child
- Make our mental health policy easily accessible to parents
- Share ideas about how parents can support positive mental health in their children through our family work
- Keep parents informed about the mental health topics their children are learning about in PSHE through Class Dojo and share ideas for extending and exploring this learning at home

9. Supporting peers

When a student is suffering from mental health issues, it can be a difficult time for their friends. Friends often want to support but do not know how. In the case of self-harm or eating disorders, it is possible that friends may learn unhealthy coping mechanisms from each other. In order to keep peers safe, we will consider on a case by case basis which friends may need additional support. Support will be provided either in one to one or group settings and will be guided by conversations by the student who is suffering and their parents with whom we will discuss:

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

Additionally, we will want to highlight with peers:

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

10. Training

As a minimum, all staff will receive regular training about recognising and responding to mental health issues as part of their regular safeguarding training in order to enable them to keep students safe. We will share relevant information throughout the academic year for staff who wish to learn more about mental health. The MindEd learning portal² provides free online training suitable for staff wishing to know more about a specific issue. Training opportunities for staff who require more in depth knowledge will be considered as part of our performance management process and additional CPD will be supported throughout the year where it becomes appropriate and available due developing situations with one or more students. Where the need to do so becomes evident, we will host additional training sessions during staff meeting time for all staff to promote learning or understanding about specific issues related to mental health. Suggestions for individual, group or whole school CPD

should be discussed with SLT who can also highlight sources of relevant training and support for individuals as needed.

11. Staff mental health

Staff Mental Health is a priority. If a member of staff has a concern over their mental health or wellbeing, they need to speak to a member of SLT who will support them in school and signpost them, if necessary, to the relevant support networks that are on offer.

If a member of staff has concerns about another member of staff's mental health or wellbeing, they must report this to SLT. School offer a range of services to support the mental health and wellbeing of staff some of which are listed in Appendix D.

Appendix A – Mental health support available

In school support

Depending on the learning group within which a student is placed and their identified needs they will have access to some or all of the following as part of their school day:

- Group wellbeing sessions
- One to one wellbeing sessions
- School nurse
- Cognitive behavioural therapy
- ELSA sessions
- Tutor groups
- Mental health first aiders
- Resilience committee
- Youth engagement officers
- Educational Psychologist
- School dog
- Positive rewards based behaviour system
- Daily reflection time
- Wellbeing hub student drop in
- Self-referral for wellbeing support
- Wellbeing week
- Recognition of Awareness days including Mental Health Week

Support outside of school

Young people and their families can find support through the following websites, resources and organisations:

- Samaritans 24 hour confidential telephone, email and text message service. 08457 909090 or 01905 21121 www.samaritans.org.uk
- NHS Choice 24 hour national helpline providing health advice and information. Call 111. www.nhs.uk
- Mind Infoline Helpline open Mon-Fri (except bank holidays) 0300 123393 www.mind.org.uk
- GP Request an emergency appointment or get advice
- Saneline Out of hours telephone helpline, 7 days a week, 6pm -11pm: 0300 3047000 www.sane.org.uk
- Papyrus www.papyrus-uk.org Hopeline UK is a confidential support and advice telephone support service 0800 068 41 41

- MyMind Cheshire West CAMHS online and telephone support <http://www.mymind.org.uk> a 24/7 mental health helpline is open to people of all ages who require urgent support and are residents of Cheshire West, Cheshire East and Wirral. 0300 303 3972
- Young Minds web: www.youngminds.org.uk YoungMinds is the UK's leading charity committed to improving the emotional wellbeing and mental health of children and young people.
- Mental Health Foundation website: www.mentalhealth.org.uk Charity improving the lives of those with mental health problems or learning disabilities.
- Kooth Online mental health counselling and well-being service for children and young people. <https://xenzone.com/kooth/>
- MindEd www.minded.org.uk At its heart, MindEd provides practical knowledge that gives adults confidence to identify a mental health issue and act swiftly, meaning better outcomes for the child or young person involved.
- Child Line 0800 1111 (UK), 24 hours a day chat: chat online email web: www.childline.org.uk
- NSPCC Offers a wide range of advice and support. www.nspcc.org.uk
- Starting Well local online and chat support <https://www.startingwell.org.uk/>
- Eating disorder advice Beat email: help@b-eat.co.uk Tel: 0345 634 7650 www.b-eat.co.uk
- Addiction advice FRANK 0300 123 6600 (UK), 24 hours a day live chat (UK), 2-6pm email SMS: 82111 - Need a quick answer? Text a question and FRANK will text you back. www.talktofrank.com

Appendix B – How to handle mental health disclosures

The advice below is from young people, in their own words, together with some additional ideas to help you in initial conversations with students when they disclose mental health concerns. This advice should be considered alongside relevant school policies on safeguarding and discussed with colleagues as appropriate.

Focus on listening “She listened, and I mean REALLY listened. She didn’t interrupt me or ask me to explain myself or anything, she just let me talk and talk and talk. I had been unsure about talking to anyone but I knew quite quickly that I’d chosen the right person to talk to and that it would be a turning point.” If a student has come to you, it’s because they trust you and feel a need to share their difficulties with someone.

Let them talk. Ask occasional open questions if you need to in order to encourage them to keep exploring their feelings and opening up to you. Just letting them pour out what they’re thinking will make a huge difference and marks a huge first step in recovery. Up until now they may not have admitted even to themselves that there is a problem.

Don’t talk too much “Sometimes it’s hard to explain what’s going on in my head – it doesn’t make a lot of sense and I’ve kind of gotten used to keeping myself to myself. But just ‘cos I’m struggling to find the right words doesn’t mean you should help me. Just keep quiet; I’ll get there in the end.” The student should be talking at least three quarters of the time. If that’s not the case then you need to redress the balance. You are here to listen, not to talk. Sometimes the conversation may lapse into silence. Try not to give in to the urge to fill the gap, but rather wait until the student does so. This can often lead to them exploring their feelings more deeply. Of course, you should interject occasionally, perhaps with questions to the student to explore certain topics they’ve touched on more deeply, or to show that you understand and are supportive. Don’t feel an urge to over-analyse the situation or try to offer answers. This all comes later. For now your role is simply one of supportive listener. So make sure you’re listening!

Don’t pretend to understand “I think that all teachers got taught on some course somewhere to say ‘I understand how that must feel’ the moment you open up. YOU DON’T – don’t even pretend to, it’s not helpful, it’s insulting.” The concept of a mental health difficulty such as an eating disorder or obsessive compulsive disorder (OCD) can seem completely alien if you’ve never experienced these difficulties first hand. You may find yourself wondering why on earth someone would do these things to themselves, but don’t explore those feelings with the sufferer. Instead listen hard to what they’re saying and encourage them to talk and you’ll slowly start to understand what steps they might be ready to take in order to start making some changes.

Don’t be afraid to make eye contact “She was so disgusted by what I told her that she couldn’t bear to look at me.” It’s important to try to maintain a natural level of eye contact (even if you have to think very hard about doing so and it doesn’t feel natural to you at all). If you make too much eye contact, the student may interpret this as you staring at them. They may think that you are horrified about what they are saying

or think they are a 'freak'. On the other hand, if you don't make eye contact at all then a student may interpret this as you are disgusted by them – to the extent that you can't bring yourself to look at them. Making an effort to maintain natural eye contact will convey a very positive message to the student.

Offer support "I was worried how she'd react, but my Mum just listened then said 'How can I support you?' – no one had asked me that before and it made me realise that she cared. Between us we thought of some really practical things she could do to help me stop self-harming." Never leave this kind of conversation without agreeing next steps. These will be informed by your conversations with appropriate colleagues and the schools' policies on such issues. Whatever happens, you should have some form of next steps to carry out after the conversation because this will help the student to realise that you're working with them to move things forward.

Acknowledge how hard it is to discuss these issues "Talking about my bingeing for the first time was the hardest thing I ever did. When I was done talking, my teacher looked me in the eye and said 'That must have been really tough' – he was right, it was, but it meant so much that he realised what a big deal it was for me." It can take a young person weeks or even months to admit they have a problem to themselves, let alone share that with anyone else. If a student chooses to confide in you, you should feel proud and privileged that they have such a high level of trust in you. Acknowledging both how brave they have been, and how glad you are they chose to speak to you, conveys positive messages of support to the student.

Don't assume that an apparently negative response is actually a negative response "The anorexic voice in my head was telling me to push help away so I was saying no. But there was a tiny part of me that wanted to get better. I just couldn't say it out loud or else I'd have to punish myself." Despite the fact that a student has confided in you, and may even have expressed a desire to get on top of their illness, that doesn't mean they'll readily accept help. The illness may ensure they resist any form of help for as long as they possibly can. Don't be offended or upset if your offers of help are met with anger, indifference or insolence, it's the illness talking, not the student.

Never break your promises "Whatever you say you'll do you have to do or else the trust we've built in you will be smashed to smithereens. And never lie. Just be honest. If you're going to tell someone just be upfront about it, we can handle that, what we can't handle is having our trust broken." Above all else, a student wants to know they can trust you. That means if they want you to keep their issues confidential and you can't then you must be honest. Explain that, whilst you can't keep it a secret, you can ensure that it is handled within the school's policy of confidentiality and that only those who need to know about it in order to help will know about the situation. You can also be honest about the fact you don't have all the answers or aren't exactly sure what will happen next. Consider yourself the student's ally rather than their saviour and think about which next step you can take together, always ensuring you follow relevant policies and consult appropriate colleagues.

Appendix C – Further information about common mental health issues

Self-harm

Describes any behaviour where a young person causes harm to themselves in order to cope with thoughts, feelings or experiences they are not able to manage in any other way. It most frequently takes the form of cutting, burning or non-lethal overdoses in adolescents, while younger children and young people with special needs are more likely to pick or scratch at wounds, pull out their hair or bang or bruise themselves.

Depression

Ups and downs are a normal part of life for all of us, but for someone who is suffering from depression these ups and downs may be more extreme. Feelings of failure, hopelessness, numbness or sadness may invade their day-to-day life over an extended period of weeks or months, and have a significant impact on their behaviour and ability and motivation to engage in day-to-day activities.

Anxiety, panic attacks and phobias

Anxiety can take many forms in children and young people, and it is something that each of us experiences at low levels as part of normal life. When thoughts of anxiety, fear or panic are repeatedly present over several weeks or months and/or they are beginning to impact on a young person's ability to access or enjoy day-to-day life, intervention is needed.

Obsessions and compulsions

Obsessions describe intrusive thoughts or feelings that enter our minds which are disturbing or upsetting; compulsions are the behaviours we carry out in order to manage those thoughts or feelings. For example, a young person may be constantly worried that their house will burn down if they don't turn off all switches before leaving the house. They may respond to these thoughts by repeatedly checking switches, perhaps returning home several times to do so. Obsessive compulsive disorder (OCD) can take many forms – it is not just about cleaning and checking.

Suicidal feelings

Young people may experience complicated thoughts and feelings about wanting to end their own lives. Some young people never act on these feelings though they may openly discuss and explore them, while other young people die suddenly from suicide apparently out of the blue.

Eating problems

Food, weight and shape may be used as a way of coping with, or communicating about, difficult thoughts, feelings and behaviours that a young person experiences day to day. Some young people develop eating disorders such as anorexia (where food intake is restricted), binge eating disorder and bulimia nervosa (a cycle of bingeing and purging). Other young people, particularly those of primary or preschool age, may develop problematic behaviours around food including refusing to eat in certain situations or with certain people. This can be a way of communicating messages the child does not have the words to convey.

Appendix D – Staff mental health support

Senior Pastoral Lead

The Senior Pastoral Lead is available for staff support if they need to talk to someone.

Return to Work Meetings

Return to work meetings are conducted by the line manager or member of SLT following a staff's period of absence from work. This is to make sure that the member of staff is well enough to return to work and support is put in place if needed.

Open Door Policy

SLT have an Open Door Policy, whereby staff can come and speak to a member of SLT when they need to. They do not need to book an appointment.

Wellbeing Wednesdays

Wellbeing Wednesday takes place every half term and staff are encouraged to leave work at the end of the school day and to do something that supports their wellbeing. This could be a social event, exercise, or spending time with their family.

Social Time

At the end of each half term staff are invited to a spend time together away from work to socialise.

Food Provided on Parents Evenings/Inset Days

When staff are required to attend later nights, such as Parent's Evening, or during Inset Days, food is provided.

Outside Agencies

If members of staff have worries or concerns outside of school, SLT can work closely with that member of staff to introduce them to outside agencies that will help, guide and support them.

Employee Assistance Programme

Members of staff can self-refer to the schools Employee Assistance programme using the details below.

The EAP service can provide advice on a wide range of issues including consumer rights, family matters, employee support, financial/debt management, wellbeing, legal matters, loss/bereavement, childcare, depression/anxiety, relationships, work related matters, as well as any other work or life issues.

Key Benefits of Using the EAP Service

- Service is available 24 hours per day, 7 days per week, and 365 days per year providing unlimited support.
- All calls are answered in the UK.
- Free phone number and completely free of charge
- Confidential. No personal, identifying information will be disclosed to your employer
- Independent, impartial source of support
- 24/7 interpreter service available
- Debt management support
- Online real time 'messenger style' 1:1 counselling model

Contact the EAP Service

You can contact the EAP service in a number of ways, 24 hours a day, 7 days a week:

Helpline number: 0808 168 2143 anytime

Minicom number: 0800 174 319

Access to Lifestyle support:

Visit: www.carefirst-lifestyle.co.uk

Username: cwcc (case sensitive)

Password: employee (case sensitive)

Typetalk and minicom are available for the hard of hearing and a confidential translation service is available in over 150 languages.

Care First Zest - Health & Wellbeing Assessment

Register for Care First Zest by visiting www.sodexo.carefirstzest.co.uk. Click on 'Register' button and then Enter organisation code: pmm1. Enter your First Name/Last Name/Email address. Create your password then you can start your own personal health and wellbeing assessment. Next time you visit the site simply login with your 'Email address' and 'password'

Once registered, you have access to:

- Personalised Training Programmes
- Tailored Weight Management Programme
- Interactive Food and Exercise Diary
- Set your own goals

Staff Safe Spaces

Safe spaces are available on both sites for staff to be able to relax, de-stress and retreat from the rest of the school environment.