



Mental Health and Well-Being Policy

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Approved by Governing Body	4 Oct 2022
Next Date Review	Oct 2024

1. Policy Statement

As the employer of staff in Fairfield School, the Governing Body recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher. Reference to delegated duties are referred to in the policy. Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community. (World Health Organisation) Positive well-being affects schools culture and at Fairfield School, we are committed to promoting positive mental health and emotional wellbeing to every member of our school community for adults as well as children. Well-being is valued and is actively promoted at the school.

Staff mental health and well-being is inter-linked and the Governing are committed to promoting a positive mental, physical and emotional well-being and will provide suitable support for all members of staff. The ethos is caring which develops respect, self-esteem and provides a voice for all. Everyone in school should feel safe, supported, valued and happy. The school aims to recognise and respond to mental ill health positively in taking action to prevent ill health and promote good health and providing support as required. The Governing Body recognises the importance of workplace unions in promoting and maintaining a positive health and well-being environment.

2 To who does this policy apply to?

This policy applies to all employees at Fairfield School. It is a guide to all staff – including non-teaching and governors – outlining Fairfield School's approach to promoting mental health and emotional well-being and should be read in conjunction with other relevant school policies. i.e.

- Attendance and Absence Management Policy;
- Health and Safety Policy;
- Equality of Opportunity Policy;
- Anti-Bullying Policy/Procedure;
- Grievance Procedure;
- Whistleblowing Procedure.
- Pay Policy;
- Appraisal Policy
- Behaviour Policy;
- Safeguarding Policy

All relevant policies are published on the school website.

The Governing Body accepts that all staff members are entitled to be treated fairly and professionally at all times.

3 At Fairfield we aim to:

- Promote positive mental health and emotional wellbeing in all staff and students
- Increase understanding and awareness of common mental health difficulties
- Enable staff to identify and respond to early warning signs of mental ill health
- Enable staff to understand how and when to access support when working with young people with mental health difficulties
- Provide the right support to students suffering mental ill health and their peers and parents/carers, and know where to signpost their parents/carers for specific support

- Promoting physical activity and raise awareness of resilience building techniques
- Provide a working environment which supports staff wellbeing and enables staff to carry out their duties effectively.
- Recognise the key role of the Head teacher/Senior Leaders/Line Managers for their responsibilities by enabling access to guidance, training and support.
- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- Comply with all statutory requirements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their trade union representatives on health and safety matters.
- Raise awareness amongst staff and gain recognition from SLT that staff may have mental health issues.
- Develop an open culture of staff and student welfare in which everyone is aware of signs and symptoms with effective signposting underpinned by behaviour and welfare around school, mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.
- Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.
- Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

4 Key Staff Members

This policy aims to ensure all staff take responsibility to promote the mental health of students, however key members of staff have specific roles to play:

- Designated Safeguarding Lead
- Pastoral Staff
- Mental Health First Aider
- PHSE coordinator

If a member of staff is concerned about the mental health or wellbeing of student, in the first instance they should speak to the DSL

If there is a concern that the student is high risk or in danger of immediate harm, the school's child protection 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 Legislation

Legislation to be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;
- Working Time Regulations; 1998
- Employment Rights Act 1996;
- Employment Relations Act 1999.
- Keeping Children Safe in Education 2019

6. Responsibilities

6.1 School HR support

- The school has a Service Level agreement with Kirklees Council to provide HR support
- HR will support the school by offering the necessary professional advice, support and training to the Governing Body and school leadership team as and when required.
- Kirklees HR will offer telephone advice to staff where required by calling 01484 221000
- HR will assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- HR will assist the school in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

6.2 The Governing Body will aim to:

- Appoint a Governor with the focus of Mental Health and Well-being. Mike Neild is the appointed person.
- Ensure that policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems
- Support the school leadership team in maintaining an environment where staff are supported and signposted to relevant support and benefits as appropriate
- Attend relevant training on health and wellbeing in schools where appropriate
- Ensure the policy is monitored, evaluated and reviewed annually

6.3 The Headteacher and Senior Leaders will:

- Maintain good management practice with relevant systems in place to effectively manage staff and encourage a partnership approach
- Maintain a supportive work environment, operating in a fair and consistent manner.
- Promote a healthy workplace and practices that ensure that the mental health of members of staff is recognised and supported appropriately (including awareness of workload and stress levels)
- Be aware of the differing needs of staff, at different points and events during their life cycles, and offer support accordingly e.g. pregnancy, menopause
- Provide opportunities for staff to participate in health checks where appropriate
- Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- Ensure the return-to-work policy is maintained and supportive
- Carry out required risk assessments as appropriate
- Provide opportunities and maintain relevant staff training on health and wellbeing in schools
- Consider work-life balance flexible working practices where appropriate for individual staff
- Promote practice with employees to maintain a good work/life balance
- Maintain an annual survey of staff, including a section on health and wellbeing to inform reviewed practices

6.4 Staff will:

- Follow public health advice to maintain a healthy lifestyle and promote their own happiness such as:

Get plenty of sleep, most healthy adults need between 7 to 9 hours of sleep per night to function at their best

Eat a balanced diet – Drink sufficient amounts of water. Health authorities commonly recommend eight 8-ounce glasses, which equals about 2 litres, or half a gallon a day – Avoid alcohol, smoking and drugs

Get plenty of sunlight – Exercise regularly – Make time to do the fun things you enjoy – Connect with others and be sociable – Do things for others

- Manage their own time effectively to manage workload and reduce stress following recommendations from school systems and union guidance
- Be responsible and pro-active in maintaining their own individual Well-Being Action Plan (WAP)
- Seek support when experiencing an identified problem or issue to an identified line manager or preferred named member of staff – follow school guidance and procedures in place to gain support where required
- Act appropriately in respecting the health and safety needs of themselves and others
- Consider well-being support mechanisms offered by Fairfield School; e.g. counselling, self-referral, access to Care First etc.
- Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- Be aware of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.
- Follow school procedures regarding the referral of students identified as requiring further support and seek support
- Maintain relevant documentation related to individual pupils and any supported referrals and share as appropriate– to include referral details; in-house support; targeted support; work with external agencies etc.
- Ensure curriculum and planning is personalised to meet the mental health and well-being of pupils

7 Individual Behaviour Plans

When a pupil has been identified as having cause for concern, has received a diagnosis of a mental health issue, or is receiving support either through CAMHS or another organisation, it is recommended that an Individual Behaviour Plan should be drawn up. The development of the plan should involve the pupil, parents, and relevant professionals. This will include: pupil situation, diagnosis, strategies, medication, contact agencies and other involvement.

8. Mental Health in the Curriculum

- The skills, knowledge and understanding our students require to keep themselves and other physically and mentally healthy and safe, are part of our PSHE curriculum
- A relevant and balanced curriculum exists with opportunities for intellectual, physical and expressive development with information and guidance on health and development.
- A range of extra- curricular events and trips support the PSHE curriculum
- Where possible, mindfulness and resilience development will be incorporated into the curriculum as appropriate

9 Sources or Support at School and the Local Community

9.1 School Based Support – includes

- Mental Health First Aiders

- All teachers as pastoral leaders
- Family and Welfare Manager support
- DSL guidance
- HR support -
- Staff room Well-Being noticeboard for information

These sources will enable access to information about pastoral staff including behaviour and learning support and access to external guidance/counselling where required

10 Additional support

The school will continue to promote signposting for staff, student and parents/ carers to be aware of sources of support within school and in the local community.

- **Counselling**

Counselling can be provided where appropriate through the Fairfield School's provider. This will be a confidential, independent service using professionally qualified counsellors.

10.1.2 Staff can access the Counselling Service by contacting Care First – 0800 174 319 (www.care-first-lifestyle.co.uk username: kmc001 Password: uncill234)

- **Mediation**

In addition to the Counselling Service there is also a mediation service in order to assist employees to return to normal working relationships. Where this service is appropriate it will be discussed with the employees affected by the situation.

- **Teacher Support Network**

The Teacher Support Network is a group of independent charities and a social enterprise that provides practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. The Teacher Support Network provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition and how to manage stress. To access the free support line, staff can call 08000 562 561, or for more information go to www.educationsupport.org.uk

- **HR and Employee HealthCare**

The School buys its HR Support Package from Kirklees Council. This supports and enables a referral for an employee to discuss relevant concerns about their health and wellbeing with a medical practitioner and enables feedback in order to manage an effective return to work. An option to self-refer to Employee Health would remain confidential to that member of staff.

11 Training

- All staff will receive relevant training for mental health awareness issues as part of their safeguarding responsibilities
- The school will maintain an appropriate team of Mental Health First Aiders – presently 2 in place
- Appropriate signposting and relevant information will be available on the school website

Useful links:

The MindEd learning portal provides free online training suitable for staff wishing to know more about a specific issue.

The Children and Young Peoples' Mental Health Coalition <https://cypmhc.org.uk/> also provides supportive information.

<https://www.mencap.org.uk/learning-disability-explained/research-and-statistics/health/mental-health>

<https://www.autism.org.uk/about/health/mental-health.aspx>

<https://www.mentalhealth.org.uk/publications/children-and-young-people-learning-disabilities-and-their-mental-health>

<https://www.rcn.org.uk/-/media/royal-college-of-nursing/documents/publications/2014/october/pub-003311.pdf>

A charity supporting children, young people and their families across England.

<http://www.actionforhappiness.org.uk/>

Anna Freud Centre www.annafreud.org Telephone: 0207 794 2313 Email: info@annafreud.org. A children's mental health charity providing specialist help and training, as well as carrying out research.

Beat Phone: 0808 801 0711 (every day) www.beateatingdisorders.co.uk An under 18s helpline, web chat and online support groups for people with eating disorders, such as anorexia and bulimia.

Voice Collective Phone: 020 7911 0822 www.voicecollective.co.uk A UK-wide project that supports children and young people who hear voices, see visions, and have other 'unusual' sensory experiences.

Women's Aid Phone: 0808 200 0247 www.womensaid.org.uk A 24-hour national domestic violence helpline.

Northorpe Hall - Josie Williams @ Northorpe Hall - for training and support opportunities

- Training opportunities for staff who require more in depth knowledge will be considered as part of individual performance management process or as situations arise
- Where relevant, training sessions for all staff to promote learning or understanding about specific issues related to mental health will be scheduled
- Additional requests for further CPD should be submitted to the Headteacher on the required CPD request form
- Parental workshops are scheduled throughout the year to support parents in a range of training – ICT- iPads, First Aid, First Aid Mental Health

12 Policy Review

This policy will be reviewed every two years The next review date is **June 2022**. It will be appropriately updated in between reviews to reflect local and national changes as necessary. This is the responsibility of the Head teacher.