



Policy status	Non-statutory
<b>Adopted</b>	<b>13<sup>th</sup> October 2025</b>
<b>Next review date</b>	October 2027

## Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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## Version control

Version	Date	Author	Description of change
<b>October 2025</b>	13.10.25	AW/WH	New Policy

## 1. Aims

At Beatrice Tate School we are committed to supporting the mental health and wellbeing of students, parents, carers, staff and other stakeholders.

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

- Set out our school's approach to promoting positive mental health and wellbeing for all students across our school
- Provide guidance to staff on their role in supporting students' mental health and wellbeing, including how they can foster and maintain an inclusive culture in which students 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 students and their parents/carers about the support they can expect from our school in respect of students' 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 student's mental health or wellbeing, they should inform the designated safeguarding lead (DSL).

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

### Headteacher

- Overall responsibility for the strategic leadership of mental health and well-being across the school.
- Ensures this policy is implemented consistently and is reviewed in line with national guidance.
- Reports to governors on the effectiveness of provision and identifies resource implications.

### Designated Safeguarding Lead

- First point of contact for concerns about a student's mental health or wellbeing.
- Coordinates safeguarding and child protection concerns where mental health is a factor.
- Ensures disclosures are recorded and shared appropriately.
- Liaises with external agencies, parents/carers, and staff to ensure effective support.

### Mental Health Lead

- Provides day-to-day leadership of the school's mental health and wellbeing strategy.
- Oversees universal and targeted interventions to support students' mental health.
- Monitors and evaluates the effectiveness of support and records outcomes.
- Provides advice, guidance and training to staff to ensure early identification of concerns.

## Senior Leadership Team (SLT)

- Supports the Headteacher and Mental Health Lead in embedding a whole-school approach to wellbeing.
- Ensures staff have access to training, supervision and resources.
- Reviews the impact of interventions and ensures workload and staffing practices support positive staff wellbeing.

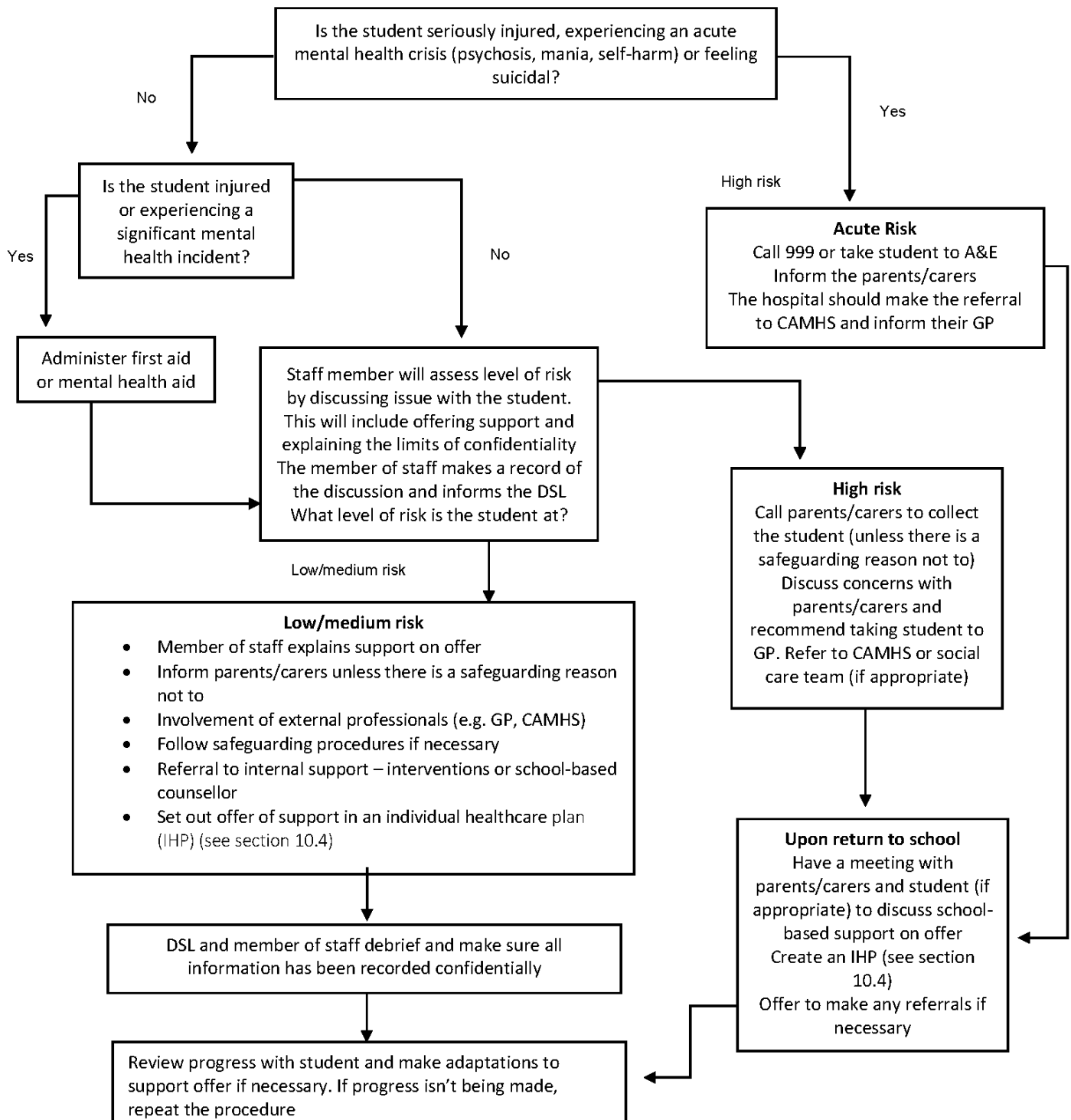
## Governing Body

- Approves and reviews this policy on a two-year cycle, or sooner if required.
- Ensures the school has appropriate systems in place to promote and monitor mental health and wellbeing.
- Receives termly reports on mental health provision through the Headteacher's safeguarding report.
- Holds leaders to account for resourcing and the effectiveness of provision.

## All staff

- Responsible for promoting positive mental health and wellbeing in their daily interactions with students.
- Remain alert to early warning signs and report concerns promptly to the DSL.
- Foster a culture where students feel safe to talk about their mental health.

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



## 5. Warning signs

All staff will be on the lookout for signs that a student'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 student 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 student'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. All disclosures are recorded and stored in the student'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 student(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 student 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 student'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 student will be dependent on the member of staff being at school
- Other staff members can share ideas on how to best support the student in question

Staff should always share disclosures with at least 1 appropriate colleague. This will usually be the DSL. 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 student with a third party, the member of staff will discuss it with the student 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 student to share their information, but the safety of the student comes first.

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

## 7.1 Process for managing confidentiality around disclosures

1. Student 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
4. Member of staff will attempt to get the student's consent to share – if no consent is given, explain to the student 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 will inform the parent/carer (if appropriate)
7. Any other relevant members of staff or external professionals will be informed on a need-to-know basis

## 8. Supporting students

### 8.1 Baseline support for all students

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

- Raising awareness of mental health during assemblies, tutor time, PSHE and (Children's) mental health awareness day/week
- Signposting all students to sources of online support on our school website
- Having open discussions about mental health during lessons
- Monitoring all students' mental health
- Appointing a mental health lead/School Improvement Coordinator for MHWB with a strategic oversight of our whole school approach to mental health and wellbeing

- Offering pastoral support
- Making classrooms a safe space to discuss mental health and wellbeing through interventions such as:
  - Wellbeing Guides/Student Profiles
  - Zones of Regulation

## 8.2 Assessing what further support is needed

If a student is identified as having a mental health need, the DSL and relevant AHT 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 student'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 student 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:

- Student Wellbeing Guides
- Reduced timetable
- Time-out
- Emotional regulation strategies

## 8.4 Individual healthcare plans (IHPs)

A student will be offered an individual healthcare plan (IHP) if recommended by a health professional.

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

The student's IHP will contain the following details:

- The mental health issue (and its triggers, signs, symptoms and treatments)
- The student's needs resulting from the condition
- Specific support for the student'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 student'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 student 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/guardians

We will work with parents/carers to support students' 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 student's confidential record.

If appropriate, an individual healthcare plan (IHP) will be created in collaboration with parents/carers (see section 8.4).

## 10. Supporting peers

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

We will offer support to all students 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 students and parents/carers are aware of how they can get help. Support signposting handouts and helpful links are provided to families and staff at regular times throughout the year.

The DSL and School Improvement Coordinator for MHWB will be available to provide further information to students 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 [PSHE Association Guidance teaching mental health and emotional wellbeing](#).

Students 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.

### 12.2 Creating a positive atmosphere around mental health

Staff will create an open culture around mental health by:

- Discussing mental health with students in order to break down stigma
- Encouraging students to disclose when their mental health is deteriorating

## 13. Training

All staff will undertake training so they:

- Have a good understanding of what students' mental health needs are
- Know how to recognise warning signs of mental ill health
- Know a clear process to follow if they identify a student in need of help

## 14. Support for staff

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

Outline the support offered to staff, e.g.

- 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 programme

## 15. Monitoring arrangements

This policy will be reviewed every two years as a minimum. The policy will be updated when necessary to reflect local and national changes. This is the responsibility of the Headteacher. At every review, the policy will be approved by the Governing Body.

## 16. Links with other policies

This policy should be read alongside:

- SEND policy
- Behaviour policy
- Anti-bullying policy
- Child protection and safeguarding policy
- Equalities
- PSHE/RSE
- Health and Safety.