



## POLICY STATEMENT

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 her or his community. (World Health Organisation)

In Focus School Cambridge campus we aim to promote positive mental health for every member of our staff and student body. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable students.

In addition to promoting positive mental health, we aim to recognise and respond to mental ill health. In an average classroom, one in ten 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. These procedures are outlined in **Appendices 1 and 2.**

## AIMS:

- Promote positive mental health in all staff and 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 and their peers and parents/carers

## SCOPE

This document describes the school's approach to promoting positive mental health and wellbeing. This policy is intended as guidance for all staff including non-teaching staff and Trustees.

This policy should be read in conjunction with our medical policy in cases where a student's mental health overlaps with or is linked to a medical issue and the LS policy where a student has an identified addition learning support need.

## DEFINITIONS

ALGEE – Actioning support guidelines  
CAMHS - Children and Adult Mental Health Service  
CPD – continuing professional development  
CWMT – Charlie Waller Memorial Trust  
DSL – Designated Safeguarding Lead  
MHL – Mental Health Lead  
PSHE - Personal, Social and Health Education

## PROCEDURES

Focus School Cambridge campus adheres to all procedures outlined in **Appendix 1** to ensure the mental health and emotional wellbeing of each student.

### **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 developmental PSHE 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.

### **Signposting**

We will ensure that staff, students and parents of Focus School Cambridge Campus are aware of sources and procedures of support within school and in the local community. This information is outlined in Appendices 1 and 2.

We will display relevant sources of support in communal areas of the school (ALGEE) 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

### **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 with Laurie Drake, our Mental Health Lead or Designated Safeguarding Lead and our Designated Safeguarding Trustee Cedric Fentiman .

### **Individual Care Plans** (template on Intranet)

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. This can include:

- Details of a pupil'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

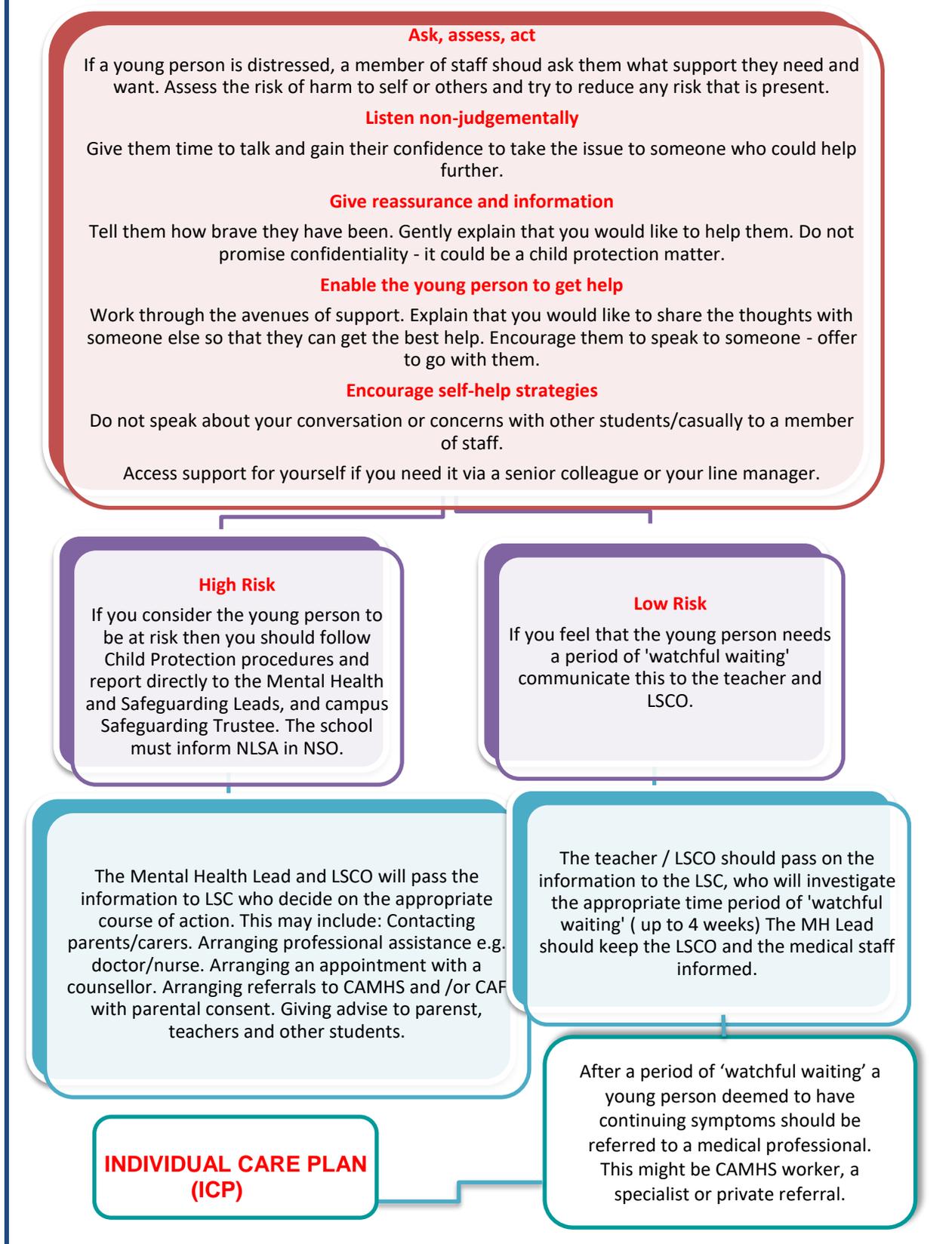
### **Training**

As a minimum, all staff will receive regular training about recognising and responding to mental health issues as part of their regular child protection training in order to enable them to keep students safe. This training will be facilitated by Focus Learning Trust Teacher Academy.

Training opportunities for staff who require more in depth knowledge will be considered as part of Focus School Cambridge campus performance management process and additional CPD will be supported throughout the year where appropriate due developing situations with one or more students. Where the need to do so becomes evident, we Focus Learning Trust Teacher Academy facilitate training sessions for all staff to promote learning or understanding about specific issues related to mental health.

Focus School Cambridge campus aims to implement the following support structure as in figure 1: **ALGEE: Procedures following a concern.**

FIGURE 1



**ROLES AND RESPONSIBILITIES**

Lead Members of Staff  
 Whilst all staff have a responsibility to promote the mental health of students. Staff with a specific, relevant remit include:

- Designated Safeguarding Lead Mrs Sashi Siva, Senior Teacher
- Designated Safeguarding Trustee: Mr Cedric Fentiman

- Mental Health Lead Mr Laurie Drake
- Lead first aider Miss Kath Smart
- Pastoral Lead Mrs Sashi Siva
- CPD Lead Mrs Sashi Siva
- Head of PSHE Mrs Elizabeth Jordan

Any member of staff who is concerned about the mental health or wellbeing of a student should speak to the mental health lead in the first instance. If there is a fear that the student is in danger of immediate harm then the normal child protection procedures should be followed with an immediate referral to the designated child protection office of staff 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 Laurie Drake, mental health lead. Guidance about referring to CAMHS is provided in Appendix 1.

### **CONTEXTUAL INFORMATION about Cambridge Campus relevant to the Mental Health Policy and its implementation in the Campus.**

The Cambridge Campus will publish the personalised Mental Health Policy on the campus website. Appropriate reference to the Campus Mental Health provision should be made in the campus Prospectus.

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### **ASSOCIATED DOCUMENTS**

- Anti-Bullying Policy
- Attendance Policy
- Behaviour Management Policy
- Child Protection and Safeguarding Policy and Handbook
- Curriculum Policies including Primary and Secondary Curriculum Policy Statements
- Data Protection Policy
- Equality of Opportunity Policy including Accessibility Audit and Plan
- Exclusion Policy
- Health and Safety Policy and Procedures
- Learning Support (SEND) Policy
- Physical Control Policy

### **LEGISLATION**

Mental Health Act 1983, <http://www.legislation.gov.uk/ukpga/1983/20/contents>  
 Children and Families Act, 2014, <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>  
 Confidentiality Act, <http://www.legislation.gov.uk/ukpga/1998/29/contents>  
 Disability Discrimination Act 1995, <http://www.legislation.gov.uk/ukpga/1995/50/contents>  
 Equality Act 2010, <http://www.legislation.gov.uk/ukpga/2010/15>  
 Focus Policy, Procedure & Guidance Manual Index  
 Health and Safety Executive (HSE) guidance, [www.hse.gov.uk/guidance](http://www.hse.gov.uk/guidance)  
 SEND Code of Practice 2015, <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>  
 Keeping Children Safe in Education,  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)  
 Supporting students at campus with medical conditions,  
<https://www.gov.uk/government/publications/supporting-students-at-campus-with-medical-conditions--3>

## ISSUED BY

Focus Learning Trust

Issue date: March 2017. Review date: March 2018. **This policy will always be immediately updated to reflect personnel changes.**

Version: 1

Signed by Chair of Board of Trustees: .

At a Trust Meeting on (date): 25th April 2017 .

