



Mental Health and Emotional Wellbeing Policy

Rookwood School

September 2025

Date of adoption of this policy	September 2025
Date of last review of this policy	September 2025
Date for next review of this policy	September 2028
Policy owner	PSHE Co-ordinator
Proprietor	Amit Mehta (ILG)

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1. Policy statement

At Rookwood School, we are committed to promoting positive mental health and emotional wellbeing to all students, their families and members of staff. Our open culture allows pupils' voices to be heard, and through the use of effective policies and procedures we ensure a safe and supportive environment for all affected - both directly and indirectly - by mental health issues.

To be reviewed in Conjunction with:

- Anti-bullying policy
- Child protection and safeguarding policy
- SEND policy
- PSHE & RSE policy

2. Scope

This policy is a guide to all staff – including non-teaching – outlining Rookwood School's approach to promoting mental health and emotional wellbeing.

It should be read in conjunction with other relevant school policies.

3. Policy Aims

- Promote positive mental health and emotional wellbeing in all staff and pupils.
- Increase understanding and awareness of common mental health issues.
- Enable staff to identify and respond to early warning signs of mental ill health in pupils.
- Enable staff to understand how and when to access support when working with young people with mental health issues.
- Provide the right support to pupils with mental health issues and know where to signpost them and their parents/carers for specific support.
- Develop resilience amongst students and raise awareness of resilience building techniques.
- Raise awareness amongst staff and gain recognition from ELT that staff may have mental health issues, and that they are supported in relation to looking after their wellbeing; instilling a culture of staff and pupil welfare where everyone is aware of signs and symptoms with effective signposting underpinned by behaviour and welfare around school.

4. Key staff members

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

- Pastoral Staff
- Designated Safeguarding Lead
- Head of Learning Support
- Form tutors and/or Mentors

- PSHE Coordinator
- School counsellor

If a member of staff is concerned about the mental health or wellbeing of a pupil, in the first instance they should speak to their line manager or Head of School.

If there is a concern that the pupil 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. Individual Risk Assessments

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 Risk Assessment should be drawn up. The development of the plan should involve the pupil, parents, and relevant professionals.

Suggested elements of this plan include:

- Details of the pupil's situation/condition/diagnosis
- Special requirements or strategies, and necessary precautions
- Medication and any side effects
- Who to contact in an emergency
- The role the school and specific staff

6. Teaching about mental health

The skills, knowledge and understanding our students need to keep themselves - and others - physically and mentally healthy and safe are included as part of our PSHE curriculum.

We will follow the guidance issued by the PSHE Association to prepare us to teach about mental health and emotional health safely and sensitively.

<https://www.pshe-association.org.uk/curriculum-and-resources/resources/guidance-preparing-teach-about-mental-health-and-emotional-wellbeing> Incorporating this into our curriculum at all stages is a good opportunity to promote students' wellbeing through the development of healthy coping strategies and an understanding of students' own emotions as well as those of other people. We also use the Jigsaw PSHE Programme from Reception – Year 11, which deals with many mental health issues, wellbeing and taking care of your mental health, as well as ways to identify if others are struggling with their mental health.

<https://jigsawpshe.online>

Additionally, we will use such lessons as a vehicle for providing pupils who do develop difficulties with strategies to keep themselves healthy and safe, as well as supporting pupils to support any of their friends who are facing challenges. **See Section 14 for Supporting Peers.**

7. Signposting

We will ensure that staff, pupils and parents/carers are aware of the support and services available to them, and how they can access these services.

Within the school (noticeboards, common rooms, toilets etc.) and through our communication channels (newsletters, websites), we will share and display relevant information about local and national support services and events.

The aim of this is to ensure students understand:

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

8. Sources or support at school and in the local community

School Based Support

Support available	Suitability for:	Accessed at:	Communicated during:
Tutor	All pupils	Tutor times	Daily check in at tutor periods
Pastoral Support Team	All pupils	Break and lunchtimes or referral from staff during the school day	Tutors are made aware of The Hub/The Nest and the purpose of those spaces during their induction
ELSA	Individual pupils linked to	Referral from staff/professional organisations/EHCP	Induction and through tutors

	emotional literacy needs.		and pastoral support team
School Counsellor	Individual students – Requested appointments	Pupil can request through request post box, through school offices or recommendation of staff and parents	Pupils made aware of the school counsellor during induction
Head of Learning Support	Individual students – linked to SEN needs	Referral from staff/professional organisation	Through SEN department
Peer Support (Prefect Team)	Senior School Tutor Groups	Tutor times	School provision
Teacher Mentors	Individual Year 10 pupils, Year 11, and Sixth Form	Individual meetings	Identified by tutors/teachers Year 11 all assigned one to support GCSE's
1:1 sessions	Individual pupils	Individual sessions/usually for pupils not following a full timetable	SEN provision
Therapy Dog (Betty)	Individual pupils	Individual sessions can be requested to spend some time with Betty	Through teaching and support staff

ELSA/SALT/Mental Health Toolkit/Emotional Intelligence Trained staff

Local Support

Online advice and support through Hampshire CAMHS network. This website provides help for young people, parents and carers and professionals on a wide variety of mental health and wellbeing issues.

<https://hampshirecamhs.nhs.uk>

Andover Mind

9. Warning Signs

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 alert DSL's or Pastoral Support Workers.

Possible warning signs, which all staff should be aware of 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
- An increase in lateness or absenteeism

10. Targeted support

We recognise some children and young people are at greater risk of experiencing poorer mental health. For example, those who are in care, young carers, those who have had previous access to CAMHS, those living with parents/carers with a mental illness and those living in households experiencing domestic violence.

We work closely with supporting agencies and their teams in supporting the emotional and mental health needs of school-aged children and are equipped to work at community, family and individual levels. Their skills cover identifying issues early, determining potential risks and providing early intervention to prevent issues escalating.

We ensure timely and effective identification of students who would benefit from targeted support and ensure appropriate referral to support services by:

- Providing specific help for those children most at risk (or already showing signs) of social, emotional, and behavioural problems;
- Working closely with Council Children's Services, Hampshire CAMHS and other agencies services to follow various protocols including assessment and referral;
- Identifying and assessing in line with the Early Help Assessment Tool (EHAT), children who are showing early signs of anxiety, emotional distress, or behavioural problems;
- Discussing options for tackling these problems with the child and their parents/carers. Agree an Individual Care Plan as the first stage of a 'stepped care' approach;
- Providing a range of interventions that have been proven to be effective,

According to the child's needs;

- Ensure young people have access to pastoral care and support, as well as specialist services, including Hampshire CAMHS, so that emotional, social and behavioural problems can be dealt with as soon as they occur;
- Provide young people with clear and consistent information about the opportunities available for them to discuss personal issues and emotional concerns. Any support offered should take account of local community and education policies and protocols regarding confidentiality;
- Provide young people with opportunities to build relationships, particularly those who may find it difficult to seek support when they need it; and
- The identification, assessment, and support of young carers under the statutory duties

outlined in the Children & Families Act 2014.

11. Managing disclosures

If a student chooses to disclose concerns about themselves, or a friend, to any member of staff, the response will be calm, supportive and non-judgemental.

All disclosures should be recorded confidentially on CPOMS, including: Date

- Name of member of staff to whom the disclosure was made
- Nature of the disclosure & main points from the conversation
- Agreed next steps

This information will be shared with Heads of School, DSL or Pastoral Support Worker.

12. Confidentiality

If a member of staff feels it is necessary to pass on concerns about a pupil to either someone within or outside of the school, then this will be first discussed with the student.

We will tell them:

- Who we are going to tell
- What we are going to tell them
- Why we need to tell them
- When we're going to tell them

Ideally, consent should be gained from the pupil first, however, there may be instances when information must be shared, such as students up to the age of 16 who are in danger of harm.

It is important to also safeguard staff's emotional wellbeing. By sharing disclosures with a colleague this ensures one single member of staff isn't solely responsible for the pupil. This also ensures continuity of care should staff absence occur and provides opportunities for ideas and support.

Parents must always be informed, but students may choose to tell their parents themselves. If this is the case, a timescale of 24 hours is recommended to share this information before the school makes contact with the parents/carers.

If a pupil gives us reason to believe that they are at risk, or there are child protection issues, parents should not be informed, but the child protection procedures should be followed.

13. Whole school approach

13.1 Working with parents/carers

If it is deemed appropriate to inform parents, there are questions to consider first:

- Can we meet with the parents/carers face-to-face?
- Where should the meeting take place – some parents are uncomfortable in school premises so consider a neutral venue if appropriate.
- Who should be present – pupil, staff, parents etc.?
- What are the aims of the meeting and expected outcomes?

We are mindful that for a parent, hearing about their child's issues can be upsetting and distressing. They may therefore respond in various ways which we should be prepared for and allow time for the parent to reflect and come to terms with the situation.

Signposting parents to other sources of information and support can be helpful in these instances. At the end of the meeting, lines of communication should be kept open should the parents have further questions or concerns. Booking a follow-up meeting or phone call might be beneficial at this stage.

Ensure a record of the meeting and points discussed/agree are added to the pupil's record, CPOMS and an Individual Risk Assessment created if appropriate.

13.2 Supporting parents

We recognise the family plays a key role in influencing children and young people's emotional health and wellbeing; we will work in partnership with parents and carers to promote emotional health and wellbeing by:

- Ensuring all parents are aware of and have access to promoting social and emotional wellbeing and preventing mental health problems;
- Highlighting sources of information and support about common mental health issues through our communication channels (website, newsletters etc.);
- Offering support to help parents or carers develop their parenting skills. This may involve providing information or offering small, group-based programmes run by community nurses (such as school nurses and health visitors) or other appropriately trained health or education practitioners; and
- Ensuring parents, carers and other family members living in disadvantaged circumstances are given the support they need to participate fully in activities to promote

social and emotional wellbeing. This will include support to participate in any parenting sessions, by offering a range of times for the sessions or providing help with transport and childcare. We recognise this might involve liaison with family support agencies.

14. Supporting Peers

When a pupil is suffering from mental health issues, it can be a difficult time for their friends who may want to support but do not know how. To keep peers safe, we will consider on a case by case basis which friends may need additional support. Support will be provided 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 needs 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

15. 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 to enable them to keep students safe. A nominated member of staff will receive professional Mental Health First Aid training.

The MindEd learning portal, <https://www.minded.org.uk> provides free online training suitable for staff wishing to know more about a specific issue. There are a number of mental health courses on TES Educare – the school's online training platform.

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 due developing situations with one or more pupils.

Where the need to do so becomes evident, we will host twilight training sessions 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 your head of school or line manager, who can also highlight sources of relevant training and support for individuals as needed.

16. Policy Review

This policy will be reviewed every three years as a minimum. The next review date is **September 2028**.

In between updates, the policy will be updated when necessary to reflect local and national changes. This is the responsibility of the PSHE lead.

17. Version Control

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Appendix 1:

Individual Risk Assessment



INDIVIDUAL RISK ASSESSMENT FORM

WHAT IS THE ACTIVITY / TASK / PROCEDURE	Insert details of activity / task being assessed
WHO IS AT RISK	Insert those at risk (eg. staff, children, public)

HAZARDS & CONTROLS

HAZARD 1	Insert a hazard associated with activity / task
CONTROL MEASURES REQUIRED	Identify control measure to manage hazard
HAZARD 2	Insert a hazard associated with activity / task
CONTROL MEASURES REQUIRED	Identify control measure to manage hazard

HAZARD 3	Insert a hazard associated with activity / task
CONTROL MEASURES REQUIRED	Identify control measure to manage hazard

Name of Assessor	
Signature of Assessor	
Date of Assessment	

DSL's comments	
Name of DSL / Approver	
Signature of DSL / Approver	
Date of Signing / Comments	
Name of Parent / Approver	
Signature of Parent / Approver	
Date of Signing / Comments	

REVIEW DATE	REVIEWED BY	REVIEWER SIGNATURE	REMARKS

Review dates should be recorded in diaries/planners to ensure they are kept and completed.