



Barrowby Church of England Primary School

Pastoral Policy

1. Introduction

- 1.1 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)
- 1.2 In our school our Christian vision shapes all we do. Our overarching aim is to support children in coming to terms with the world in which they live; socially, intellectually, emotionally, physically, morally and spiritually. We achieve this by valuing children as caring members of society, and by their involvement in, and contribution to, the daily life of the school and the wider community.
- 1.3 In addition, we aim to promote positive mental health for all. We pursue this aim using both universal, whole school approaches and specialised, targeted pastoral approaches aimed at vulnerable individuals.
- 1.4 In addition to promoting positive mental health and wellbeing, we aim to recognise and respond to need as it arises. By developing and implementing practical, relevant and effective pastoral policies and procedures we can promote a safe and stable environment for pupils affected both directly, and indirectly by mental health and wellbeing issues.

2. Scope

- 2.1 This document describes the school's approach to promoting positive mental health and wellbeing through pastoral support. This policy is intended as guidance for all staff including non-teaching staff and governors.
- 2.2 This policy should be read in conjunction with our Medical Policy and Mental Health and Wellbeing Policy in cases where a pupil's mental health and wellbeing overlaps with or is linked to a medical issue and the SEND policy where a pupil has an identified special educational need.
The policy aims to:
 - Promote positive mental health and wellbeing in all staff and pupils
 - Increase understanding and awareness of common mental health issues
 - Alert staff to early warning signs of poor mental health and wellbeing
 - Provide support to staff working with young people with mental health and wellbeing issues
 - Provide support to pupils suffering mental ill health and their peers and parents/carers

3. Lead Members of Staff

3.1 Whilst all staff have a responsibility to support the pastoral needs of children, staff with a specific, relevant remit include:

- Len Batey Designated Child Protection / Safeguarding Officer
- India Lees Assistant Head of Behaviour and Inclusion
- Denise Kay ELSA
- Laura Wright ELSA

3.2 Any member of staff who is concerned about the pastoral needs of a pupil should speak to the Pastoral Lead in the first instance. If there is a fear that the pupil 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 staff or the head teacher. If the pupil 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.

3.3 Where a referral to CAMHS is appropriate, this will be led and managed by India Lees Senior Mental Health Lead.

3.4 When the Pastoral Lead has the relevant information, it will be decided whether the pupil needs extra support above and beyond that of the classroom teacher and teaching assistant, which leads to a pastoral support plan.

4. Pastoral Support Plans

4.1 It is helpful to draw up a pastoral support plan for those individuals causing concern or who receives 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 and/or worries;
- Special requirements and precautions;
- Medication and any side effects;
- What to do, and who to contact in an emergency; and
- The role the school can play eg. Meeting with pastoral assistant 2x weekly, arranging for the Pastoral Assistant to greet the pupil in the morning etc.

4.2 The Pastoral Support Plan (PSP) process will take place with the Pastoral lead, the parents and the child if deemed appropriate. The PSP will be reviewed at 6 weeks (interim review) and also at 12 weeks (final review). The PSP will take into account teachers views, child views and parental views.

4.3 Parents, and all staff who work with the pupil will receive a copy of each PSP at the end of each meeting. The Pastoral Lead should update MyConcern after each meeting.

5. Teaching about Mental Health, Wellbeing and Pastoral care

- 5.1 The skills, knowledge and understanding needed by our pupils to keep themselves and others physically and mentally healthy and safe are included as part of our developmental PSHE curriculum.
- 5.2 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 pupils to develop the skills, knowledge, understanding, language and confidence to seek help, as needed, for themselves or others.
- 5.3 We will follow the PSHE Subject Curriculum to ensure that we teach mental health and emotional wellbeing issues in a safe and sensitive manner which helps rather than harms.

6. Signposting

- 6.1 We will ensure that staff, pupils and parents are aware of sources of support within school and in the local community i.e. support available within our school and local community, who it is aimed at and how to access it.
- 6.2 We will display relevant sources of support in communal areas and will regularly highlight sources of support to pupils within relevant parts of the curriculum. Whenever we highlight sources of support, we will increase the chance of pupil help-seeking by ensuring pupils understand:
 - What help is available
 - Who it is aimed at
 - How to access it
 - Why to access it
 - What is likely to happen next

7. Warning Signs

- 7.1 School staff may become aware of warning signs which indicate a pupil is experiencing mental health or emotional wellbeing issues, and may need some pastoral support. These warning signs should always be taken seriously and staff observing any of these warning signs should communicate their concerns with India Lees our Mental Health and Emotional Wellbeing 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
- An increase in lateness or absenteeism

8. Managing disclosures

- 8.1 An individual 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.
- 8.2 If an individual 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.
- 8.3 Staff should listen, rather than advise and first thoughts should be of the individual's emotional and physical safety rather than of exploring 'Why?'
- 8.4 All disclosures should be recorded in writing and held on confidential file. This written record should include:
- Date
 - The name of the member of staff to whom the disclosure was made
 - Main points from the conversation
 - Agreed next steps
- 8.5 This information should be shared with the Senior Mental Health Lead, India Lees who will store the record appropriately and offer support and advice about next steps. For more information visit <http://www.lpft.nhs.uk/our-services/specialist-services/camhs>

9. Confidentiality

- 9.1 We should be honest with regards to the issue of confidentiality. If it is necessary for us to pass our concerns about an individual on then we should discuss with them:
- Who we are going to talk to
 - What we are going to tell them
 - Why we need to tell them
- 9.2 We should never share information about an individual 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. Particularly if they are in danger of harm.
- 9.3 It is always advisable to share disclosures with a colleague, usually the Senior Mental Health and Emotional Wellbeing India Lees, this helps to safeguard our own emotional wellbeing as we are no longer solely responsible. It ensures continuity of care in our absence and it provides an extra source of ideas and support. We should explain this to the individual and discuss with them who it would be most appropriate and helpful to share this information with.

- 9.4 Parents should be informed if there are concerns about their mental health and wellbeing and pupils may choose to tell their parents themselves. If this is the case, the pupil should be given 24 hours to share this information before the school contacts parents. We should always give pupils the option of us informing parents for them or with them.
- 9.5 If a child gives us reason to believe that there may be underlying child protection issues, parents should not be informed, but the child protection officer Len Batey or Louise Sugden in his absence must be informed immediately.

10. Working with Parents

- 10.1 Pastoral support works best when parents are fully supportive and involved in the process. Before inviting parents to a PSP meeting we should consider the following questions (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 pupil, other members of staff.
 - What are the aims of the meeting?
- 10.2 It can be shocking and upsetting for parents to learn of their child's issues and many 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.
- 10.3 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.
- 10.4 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 date of meeting and always keep a brief record of the meeting on the child's confidential record.

11. Working with All Parents

- 11.1 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
 - 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 regular information evenings

- Keep parents informed about the mental health topics their children are learning about in PSHE and share ideas for extending and exploring this learning at home

12. Supporting Peers

12.1 When a pupil 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 pupil 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

13. Training

13.1 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 pupils safe.

13.2 We will signpost relevant information for staff who wish to learn more about mental health. The MindEd learning portal provides free online training suitable for staff wishing to know more about a specific issue.

13.3 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.

13.4 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.

13.5 Suggestions for individual, group or whole school CPD should be discussed with Len Batey, our CPD Coordinator who can also highlight sources of relevant training and support for individuals as needed.

14. Pastoral Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025

Next review: September 2028