

NOTRE DAME SENIOR SCHOOL STUDENT WELLBEING AND MENTAL HEALTH POLICY

NOTRE
DAME
SCHOOL



1.0 Introduction

As a school we aim to promote student wellbeing and positive mental health. Each student is a valued member of our community. Wellbeing is important and has a role to play in academic progress and physical health. Good emotional and social health at school helps young people to have positive long-term wellbeing. We aim to provide learning and support which promotes positive social and emotional wellbeing, gives students skills to enhance this for themselves and provide interventions where more help is needed.

The four aspects of wellbeing and mental health which are relevant to us as a school are:

1. **Prevention:** at Notre Dame this includes a whole school approach, PSHEE, assemblies, engaging positively, parent information evenings, and communication about wellbeing.
2. **Identification:** at Notre Dame this involves all staff and includes our pastoral care teams of tutors, Heads of Student Care, Assistant Head Pastoral & Assistant Head Safeguarding, medical room staff and Chaplain. We use a detailed pastoral system to alert and inform all staff.
3. **Early help:** at Notre Dame this includes the Reflection Room, peer supporters and the support of staff in the Year teams, medical room and Chaplaincy.
4. **Access to specialist help:** at Notre Dame this includes the school counsellor and referrals to CYPMHS and other outside agencies as appropriate.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, the Education and Inspections Act 2006, the Education Act 2011, and the Equality Act 2010.

In producing this policy regard has been paid to:

- *Keeping Children Safe in Education (September 2026) (KCSIE)*
- *Working Together to Safeguard Children (December 2023) (WT)*
- *Mental Health and Behaviour in Schools' (November 2018)*
- *Counselling in Schools: a blueprint for the future (February 2016)*
- *Preventing and Tackling Bullying (July 2017)*
- *Education and Training (Welfare of Children) (Act 2021)*
- *Relationships Education, Relationships and Sex Education (RSE) and Health Education (2019, updated September 2021)*

Mental health difficulties may indicate a safeguarding issue and so any concerns from staff must be reported immediately in line with our Safeguarding policy.

2.0 Mental Health and SEN

Consideration of SEN (Special Educational Needs) will be given to any situation where a pupil is considered to have a mental health need. The school is aware that some forms of SEN may make students more vulnerable to mental health issues. Some forms of SEN may require special mental health or emotional and behavioural support, and the school will consider whether we are reasonably able to provide this support. Some mental health distress may be as a result of unidentified SEN. We follow the SEND code of practice fully.

3.0 Confidentiality and Information Sharing

Brief and accurate written notes will be kept of all incidents and concerns relating to individual students. These notes are recorded on the 'CPOMS' platform. This is a secure two-factor authentication platform. This includes written records of concerns, discussions, decisions and reasons for decisions and any linked documentation as necessary. This information may be shared with other agencies as appropriate.

4.0 Prevention

4.1 Whole school approach

The protective factors which encourage good mental health need to be integral to the whole school experience of every pupil.

In planning and teaching lessons and in extracurricular activities, staff should provide opportunities for students to:

- Develop good communication skills
- Our extracurricular clubs such as those in drama and debating encourage good communication (all students in yr7-10 are encouraged to take at least three extra-curricular activities each week)
Students delivering parts of assemblies encourages good communication
Student leaderships encourages good communication
- Be an effective planner (for example using One Note and Firefly)
- Have a sense of control (for example in the collaborative marking system we use and in student logs of targets)
- Develop humour
- Develop positivity (for example through our assemblies, and in how staff model positive thinking and provide positive and constructive feedback)
- Experience success (through our marking system, achievement points, postcards and letters and emails home, prize giving, commendations, sports colours, and the Friday mailing)
- Explore faith and spirituality (through our assemblies, Theology lessons, morning prayers, reflection days, and the work of our Chaplain)
- Encourage reflection (through reflection days, the weekly collective worship programme, the weekly examen activity, free access to the Chapel and the Prayer Garden for students, assemblies and the reflection room)

As a school we encourage good mental health by:

- Effective Safeguarding policy and reporting process using CPOMS
- Clear policies on behaviour and anti-bullying
- A clear staff code of conduct
- Staff training
- Parental pastoral information evenings
- An open-door policy for students to raise worries to any member of staff
- Good pupil-teacher relationships
- Using 'Girls on Board' and PSHEE and form time to encourage good friendships
- Providing access to the Wellbeing Hub to students and parents

- Open door policy for staff to raise concerns about policies or processes
- Whistleblowing process for staff

Student wellbeing is a whole school issue and so is integral to every lesson, extracurricular event and interaction that occurs in school or on school trips. New staff understand this as part of their induction to the school. This approach includes positive behaviour management, formative and constructive marking, welcoming students into lessons and using their names, always being encouraging and supportive. Students are expected to also encourage and support each other. Our anti-bullying procedures are clear and applied firmly.

School Council has a clear voice, and we also carry out regular surveys so that students' feedback and opinions are fully listened to and acted on where possible and appropriate. Student Year Reps are wellbeing champions and there is a ND6 wellbeing prefect team.

4.2 Pastoral care teams

Our pastoral care teams are:

- Assistant Heads (Pastoral, Safeguarding and Sixth Form)
- Heads of Student Care
- Chaplain
- Head of Wellbeing and Emotional Support
- Wellbeing or ELSA Mentors
- Form Tutors & Co-Tutors
- Medical Room staff
- School Counsellor
- Wellbeing Dogs

Each student has a form tutor and co-tutor. It is part of this role to provide mental health support to students and to encourage positive wellbeing. Specialist staff deliver the PSHEE programme under the guidance of the Head of PSHE. Form tutors spend time getting to know their students and building positive relationships. They are often the first port of call for parents and students who have worries or need help and they should respond with care, kindness and attention to detail. All worries should be acted on and followed up and recorded.

Heads of Student Care (Y7-9 and Y10-11) supervise tutors and monitor the quality of form time and form assemblies. They provide additional support for students academically and pastorally both pro-actively and responsively. They coordinate the careful programme of induction for new students and their parents.

The Assistant Heads oversee the work of the pastoral teams as well as strategically planning the whole school pastoral approach, reviewing and evaluating our policies and processes regularly.

The Chaplain is available to students as a listener and may be asked to come alongside a pupil who is struggling as part of a care package for that pupil.

The Head of Wellbeing and Emotional Support is responsible for coordinating students receiving wellbeing support, seeing some students themselves and arranging for wellbeing mentors (who will

be members of staff) to see other students – some students will have been referred by HoSC or SLT or the Medical Staff. She also researches and implements tools for students so that they can develop their own MH and wellbeing strategies and avoid learned helplessness and shares these tools with the wellbeing team to enable them to use them with students. They also oversee provision (from themselves or by other team members) of wellbeing clubs, reflection room, D&T sessions and other group sessions.

The medical team offers mental health support and advice to those who present at the medical room. The Counsellor sees students who are referred for more specialist help.

4.3 PSHEE

We aim to educate all students on the importance of wellbeing, and what they can do to improve their wellbeing through specific PSHEE lessons, as well as in assemblies (both for the whole school and year groups). There is a clear PSHEE programme and this continues in ND6 (the Sixth Form) in the Pillars Programme and VESPA programmes. As part of these students learn about the adolescent brain as well as about wellbeing and how they can improve their wellbeing.

PSHEE lessons in the senior school take place in one dedicated hour per week and every topic covered relates to improving student wellbeing. There are three broad strands to the programme offered. These are:

- Health and Wellbeing
- Relationships
- The Wider World

Students complete a unit of work per half term and each topic is built upon year on year on a level that is both age and stage appropriate. Necessary focus is also given to the Lestonnac approach that underpins our ethos. Full details on what is covered when can be found on our KS3 and PSHEE curriculum planning document.

We aim to encourage resilience through PSHEE with lessons on the importance of developing a growth mind-set, facilitating the building of a 'wellbeing toolkit' that can be applied to everyday real-life situations and enabling our students to become healthy inside and out by becoming effective self-soothers. Empowering our young people with the tools needed for effective self-care will enable them to become healthy lifelong learners and achievers.

4.4 Pillars in ND6

As part of a varied programme, well-being is a key focus for the students in the Sixth Form. The students receive two hours of Pillars per week, and these are timetabled sessions with their tutors or Head of 6th Form. The sessions are designed to build on the PSHEE programme that has been delivered at Key Stage 3 and 4.

The programme is varied and is delivered through a combination of whole Sixth Form presentations, tutor-led activities, team building, external speakers and group work. The students have had sessions on, for example, safe driving, RSE, stress and anxiety, cooking for university and the learning brain. ND6 students take part in the Peer Education Project, working with younger students on wellbeing modules.

As part of the Pillars programme, and to promote preparation for examinations as part of well-being, we are delivering the VESPA model to the students. This model focuses on a key set of behaviours that will help the students feel both mentally and academically prepared for their important examinations. Building on the work on Growth Mind-set by Carole Dweck, VESPA encourages the following foci with the students:

- V = Vision – how clearly is the future planned? What goals do you have for your future?
- E = Effort – what are you doing to work towards this vision? How many hours of active work and preparation are you doing per week?
- S = Systems – what systems do you have in place to achieve your goals? How organised are your files? How are you organising your time and space for work?
- P = Practise – what past papers are you doing? How are you practising these essential skills?
- A = Attitude – are you approaching things in a positive way? Have you got a can-do attitude?

Our belief is that by sharing these essential tools with the students, we are helping their mental wellbeing as this is actively preparing them for the stressors of examinations. By focusing on the positive strategies, we are making seemingly big problems and worries more manageable.

The role of the tutor is essential here as we are able to step in and trouble shoot so that small problems do not become bigger problems; they are an essential part of the wellbeing in ND6.

4.5 Charity and volunteering

Working for others can be beneficial for wellbeing. Students are asked to engage charity events each year, and in the Sixth Form, to run events for RAG week. Students can visit the elderly at Whiteley when the care home is happy to accept visitors. Students (of all faiths and none) are invited to go to Lourdes as volunteers. Potential medical students often volunteer at the Princess Alice Hospice. The Chaplaincy team is made up of ND6 students and the charity activities are student driven.

4.6 Pastoral talks for parents

There is a programme of talks for parents. Wellbeing and the adolescent brain are covered each year. There is also a talk on healthy eating and on stress.

4.7 Assemblies

At the start of each year there is a series of assemblies on wellbeing for the whole school. The topic is addressed at intervals throughout the year as well. In year group assemblies relevant topics are covered each year.

4.8 One Note

Growth mind set and wellbeing activities are set via One Note. Form tutors should complete with the students. This approach encourages resilience.

4.9 Reflection room

This is a space where students can spend time quietly. Wellbeing staff are present to offer support each lunchtime. A wellbeing dog is there three times a week. Activities are provided such as mindfulness colouring and picture books.

4.10 Engaging positively

Engaging positively with other students is beneficial to wellbeing.

Each year the set of clubs will be published on Firefly so students and parents know what they can engage in. Tutors will encourage students to participate. Clubs will be provided in a range of areas so that all students have something that they are interested in. Students in yr7-10 are expected to attend three clubs each week.

Reflection Days, for every year group, encourage team building and positive friendships. In Year 7 for example the theme each year is about friendship. The themes are developed as the students move through the school.

Reflection days also give the students the opportunity to experience silence as part of reflection.

Students have access to the Prayer Garden and the Chapel where they are able to sit quietly and be still when they feel the need.

Peer Supporters are trained in listening and are supported by a designated member of staff. They lead on the activities for anti-bullying each year as well as staffing the reflection room.

The 'Girls on Board' programme is explained to students in year 7-9 each year. This is led by the Heads of Student Care. This programme aims to encourage better friendships and quicker resolutions when there are problems.

Year 7 students are all assigned a 'Big Sister' who is a member of ND6. The paired 'Sisters' meet for hot chocolate, discuss learning projects and take part in the treasure hunt at the start of the autumn term. The 'Big Sister, Little Sister' programme runs throughout the year. Students discuss goals and aspirations and take part in team building.

4.11 Communication about wellbeing

Posters are updated as necessary and put up in form rooms to inform student of who they can see regarding their wellbeing. Posters also inform students of the location of the reflection room and its times of opening. Parents will be able to see this information in the parents' handbook.

A wellbeing noticeboard shows students tips and ideas about improving their wellbeing.

There are links on Firefly for students to access remote support for wellbeing, including the Wellbeing Hub, which is also available to parents and staff.

5.0 Identification

Most cases of mental health need will be identified by staff. Sometimes students will mask difficulties in school and parents may inform the school of problems which are evident at home.

Signs of distress which staff should report as possible signs of mental health problems are:

- Fearfulness
- Low self-esteem
- A pupil appearing withdrawn
- Aggressive or oppositional behaviour
- Habitual rocking
- Indiscriminate contact or affection seeking
- Excessive clinginess
- Coercive controlling behaviour
- Lack of ability to understand or recognise emotions
- Changes in attainment or attendance (this would be shown up by data)

Staff must never diagnose a student. Staff should report any concerns via the CPOMS platform and speak with a member of the Safeguarding team.

Particular attention should be paid at times when there is evidence of Adverse Childhood Experiences (ACE's). For example a loss or separation at home, where a pupil has a new sibling or moves home, or if there is a traumatic experience.

Children in Need, looked-after (LAC) or previously looked-after children are monitored carefully to evaluate their mental health. Social workers are kept informed as necessary.

6.0 Early Help

At Notre Dame this is provided by the pastoral care team. When identification is made the school (usually the Head of Student Care or Assistant Head) will assess the pupil's needs and where a need is confirmed, make a plan to support that student. The plan should be reviewed regularly to see if it is working effectively. This could also include individual support from one of the Peer Mentors or a Big Sister if appropriate. Parents are usually invited to participate in early help situations. Early help usually takes one of these forms:

- Informing all staff about an issue so that all can keep an eye on the student and interact with the student in the best way.
- Specific advice and suggestions for the student to act on regarding an issue, followed up by the tutor or Head of Student Care.
- A recommendation to use the Reflection room on a regular basis.
- One-to-one regular meetings with a tutor, Wellbeing Mentor, Head of Student Care or Assistant Head or the Chaplain, as appropriate and for a set period of time.
- Groups sessions with other students if appropriate

7.0 Specialist interventions

Sometimes more specialist help is needed where a student is experiencing difficulties in wellbeing or mental health.

One of the medical room staff are trained specifically in Mental Health First Aid. Heads of Student Care are also trained in Mental Health First Aid or an alternative. Newly appointed staff will also receive training.

The medical room is open to all students from 9.45am to 4.00pm. Students should attend at break or lunch or a free periods, except in an emergency when their class teacher will provide a note.

For some students, a group session on a topic may be beneficial. These are set up by the school counsellor or the Head of Wellbeing as the need arises. Suitable topics would include dealing with anxiety, or exam stress.

For students with more complex needs the Assistant Heads or school nurse can refer them to the School Counsellor.

Counselling is a private space where you can talk about or find ways of expressing your thoughts, feelings and experiences. It can help you to make sense of difficult feelings or experiences, understand yourself and the world around you, and find ways of coping with life's challenges.

You might want support with:

- Worries or anxiety
- Friendships or relationships
- School or academic pressure
- Changes at home or in your life
- Difficult feelings
- Confidence or self-esteem
- Feeling overwhelmed
- Something that has happened to you
- Understanding yourself better

The School Counsellor has a separate room which is not over-looked by other students, although other staff will be nearby. Following an agreed referral the Counsellor will assess the student over two 50 minute sessions and then see the student for a number of sessions (usually around eight in total). Sessions are 50 mins in total with a view to providing help to improve their mental health and equip with coping skills. If at the end of the series of 8 sessions more help is needed the counsellor will discuss that with the Assistant Head Safeguarding.

Parents will be informed where appropriate before a referral is made. Consent will be confirmed via email. The school counsellor may make contact with the parent during the assessment period to understand more about the student's developmental history. The school will refer to Mindworks/CYPMHS as appropriate. The school will, wherever appropriate seek to work in partnership with parents/carers and will normally aim to make them aware with their child is accessing the school counsellor. However, there may be circumstances where, in the professional judgement of the school, it is not appropriate or in the best interest of the student to inform or seek parental consent at that stage. This may include circumstances where doing so could compromise the student's wellbeing, safety, confidentiality or willingness to seek support. In such cases the school will consider

the individual circumstances carefully and will act in accordance with safeguarding procedures and relevant professional guidance.

Students 12yrs old + may make a self-referral to see the counsellor. They can do this by completing a form on the ND quicklinks page. The referral form will be sent directly to the school counsellor and she will refer back to the Assistant Head of Safeguarding for appropriateness and pastoral/safeguarding updates. Parents may not be informed if their child has self-referred however the counsellor and school will always look to be transparent and work with families.

Students 12 years and younger referred to the counsellor may only be done through the Head of Student Care, parent or SLT.

Sometimes it may be recommended for a parent to join a single counselling session, however this will be led by the student and counsellor.

If a parent/carer would like to request counselling for their child they are to contact their Head of Student Care.

All record keeping/personal information handling for counselling is in accordance with the school's privacy notice, data protection and data retention policies. Parents are advised to read those in relation to this policy.

8.0 Self harm and suicidal ideation in School

There is an immediate response to self-harm and suicidal ideation incidents in school.

The following process is followed in these instances:

- Parents are informed in a timely manner (unless this puts the young person at risk - in which case a Children's Services Referral would be made).
- Parents are directed to resources on the parent section of our wellbeing hub.
- A safety plan is created - putting the student at the centre - for home and school.
- Long term support would then be given as required - this may or may not be in school - dependent on child's wishes.

9.0 Evaluation

An annual wellbeing survey is carried out, asking parents and students for their feedback. This is then used to refine the policy and our school practice. The policy is reviewed regularly by the pastoral team.