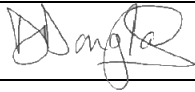





ST MARY'S CATHOLIC PRIMARY SCHOOL

Mental Health and Wellbeing Policy

Approved by¹	
Name and address of school	<i>St Mary's Catholic Primary School, Workington</i>
Headteacher	<i>Mrs Danielle Douglas</i>
Signed:	
Name:	<i>Mr Marc Featherstone</i>
Position:	<i>Chair of Governors</i>
Signed:	
Date of ratification:	
Review date²:	<i>May 2027</i>

St Mary's Primary School

Health & Safety Policy – Part 3

Wellbeing Management Policy & Procedures

1. Statement of Intent

At St Mary's Primary School, we are committed to promoting positive mental health, emotional wellbeing, and a healthy working environment for all employees, pupils, governors, volunteers and members of the wider school community.

The Governing Body and Senior Leadership Team recognise that wellbeing is fundamental to the success of the school and that staff wellbeing and pupil wellbeing are closely connected. We are committed to fostering a culture in which everyone feels valued, respected, supported, and able to achieve their full potential.

St Mary's Primary School is committed to:

- protecting the health, safety, and wellbeing of all employees and pupils;*
- recognising that organisational wellbeing and employee wellbeing are interdependent;*
- recognising that workplace stress is a health and safety issue;*
- acknowledging that pupil wellbeing and staff wellbeing influence one another;*
- identifying and reducing workplace stressors;*
- promoting a whole-school approach to mental health and wellbeing;*
- creating an open and supportive culture where concerns can be raised safely;*
- preventing bullying, harassment, discrimination, and victimisation in any form;*
- complying with all relevant health and safety and equality legislation.*

At St Mary's we recognise that staff are our most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning, nurturing and caring school community.

The Headteacher, Senior Leadership Team and Governing Body are committed to ensuring that school practices support staff health and wellbeing, minimise the harm caused by stress, and promote cohesion and progress in working towards the health and wellbeing of all staff.

This policy should be read in conjunction with:

- the Wellbeing Procedures;*
- the Medical Policy;*
- the SEND Policy;*
- the Behaviour Policy;*
- the Anti-Bullying Policy;*
- the PSHE Policy;*
- the RSHE Policy;*
- the SMSC Policy; and*
- Safeguarding and Child Protection procedures.*

This policy applies to all employees working at St Mary's Primary School.

2. Definition of Wellbeing and Stress

Wellbeing is generally understood as a state in which individuals feel healthy, safe, supported, connected, and able to function effectively both personally and professionally.

The Department for Education definition states:

"Wellbeing: A state of complete physical and mental health that is characterised by high-quality social relationships."

The Health and Safety Executive defines stress as:

"The adverse reaction people have to excessive pressure or other types of demand placed on them."

While stress itself is not a medical condition, prolonged stress can contribute to mental and physical ill health including anxiety, depression, fatigue, hypertension, and heart disease.

At St Mary's Primary School, we recognise that pressure can affect individuals differently and that early support and intervention are essential.

3. Promoting Pupil Mental Health and Wellbeing

At St Mary's Primary School, we recognise the important role that schools play in promoting positive mental health and emotional wellbeing.

The skills, knowledge and understanding needed by our pupils to keep themselves mentally healthy and safe are included within our PSHE curriculum through the One Decision scheme of work and TEN:TEN programme.

One Decision is taught throughout the whole school from Nursery to Year 6. Sequential and progressive lessons are taught weekly in a safe, supportive and sensitive manner. Additional lessons may also be planned in response to the specific needs of classes or cohorts.

All class teachers deliver PSHE lessons through One Decision and TEN:TEN.

The school aims to:

- help children understand and manage emotions;
- build resilience and confidence;
- encourage positive relationships;
- develop self-esteem;
- support children to recognise when and how to seek help;
- create a safe and inclusive environment where children feel valued and listened to.

Mental health and wellbeing are also supported through:

- nurture provision;
- ELSA support;
- Lego Therapy;
- pastoral support;
- safeguarding systems;
- SEND support;
- whole-school values and ethos.

4. Procedures

St Mary's Primary School will take practical and proactive steps to manage wellbeing and reduce the risks associated with workplace stress.

These include:

4.1 Whole-School Approach

We promote a whole-school approach to mental health and wellbeing through:

- positive relationships across the school community;
- a supportive and inclusive ethos;
- clear communication systems;
- reasonable workload expectations;
- staff consultation and participation;
- curriculum opportunities that support emotional wellbeing;
- promoting work-life balance wherever possible.

4.2 Identifying and Managing Stressors

The school will seek to identify workplace stressors and reduce risks through:

- regular staff meetings and communication;
- performance management and professional review meetings;
- wellbeing check-ins and informal support opportunities;
- maintaining an open-door culture;
- monitoring workload and working hours;
- conducting staff wellbeing surveys;
- completing workplace stress risk assessments where appropriate;
- undertaking individual stress risk assessments when necessary;
- responding appropriately to concerns raised by staff.

4.3 Support Systems

The school will provide support through:

- mentoring and peer support;

- access to occupational health services where appropriate;
- signposting to counselling and wellbeing services;
- flexible support during periods of personal difficulty where reasonably practicable;
- phased return-to-work arrangements following stress-related absence where appropriate;
- access to a safe space for adults;
- support with Occupational Health appointments where needed.

4.4 Prevention of Bullying and Harassment

St Mary's Primary School is committed to maintaining a professional and respectful working environment.

Bullying, harassment, discrimination, sexual harassment and victimisation will not be tolerated from:

- employees;
- pupils;
- parents/carers;
- visitors;
- contractors;
- third parties.

The school acknowledges its legal duty to take reasonable steps to prevent harassment and to act promptly where concerns are raised.

Concerns should be reported through the appropriate school procedures and will be addressed sensitively and appropriately.

4.5 Training and Development

The school will provide:

- training for leaders and managers in supporting staff wellbeing;
- safeguarding and mental health awareness training;
- opportunities for professional development;
- support and induction for new staff;
- support programmes for staff new to a role;
- dedicated management time for Phase Leaders;
- dedicated leadership time for Subject Leaders.

4.6 Monitoring and Review

The effectiveness of this policy will be monitored through:

- staff wellbeing surveys;
- absence monitoring;
- staff feedback;
- risk assessments;

- governor oversight;
- periodic policy review.

Mental health and wellbeing will be discussed regularly and included as an agenda item at Full Governing Body meetings.

5. Working with Other Agencies and Partners

As part of our targeted provision, St Mary's Primary School works with a range of agencies and professionals to support children's emotional health and wellbeing, including:

- the School Nurse;
- Educational Psychology Services;
- Behaviour Support Services;
- Paediatricians;
- CAMHS (Child and Adolescent Mental Health Services);
- counselling services;
- Family Support Workers;
- Social Workers;
- Occupational Health services.

6. Responsibilities

6.1 The Headteacher, Senior Leadership Team and Governing Body

The Headteacher, Senior Leadership Team and Governing Body will:

- promote a school ethos where all staff are valued and where respect, empathy and honesty are central to all relationships;
- ensure decision-making processes are communicated clearly;
- consult staff regarding training and support needs;
- provide personal and professional development opportunities;
- support new staff through effective induction;
- provide additional support during times of challenge or difficulty;
- operate Performance Management linked to clear job descriptions;
- provide a non-judgemental and confidential support system;
- promote access to supportive services;
- respond sensitively and flexibly to external pressures impacting staff wellbeing whilst ensuring the effective running of the school;
- maintain appropriate contact with staff absent for long periods through a named person;
- regularly discuss mental health and wellbeing;
- provide a safe and supportive working environment.

6.2 Managers and Senior Leaders

Managers and senior leaders are responsible for:

- implementing this policy effectively;

- conducting and reviewing risk assessments;
- maintaining effective communication with staff;
- monitoring workloads and working hours;
- ensuring staff are appropriately trained and supported;
- responding promptly and sensitively to concerns;
- ensuring bullying and harassment are not tolerated;
- supporting staff experiencing difficulties both inside and outside work;
- leading by example in promoting healthy working practices.

6.3 Occupational Health and Safety

The school will access Occupational Health support where appropriate to:

- provide specialist advice;
- support stress management;
- assist with return-to-work planning;
- recommend workplace adjustments where necessary;
- support individual wellbeing needs.

6.4 Employees

All employees have a responsibility to:

- take reasonable care of their own health and wellbeing;
- cooperate with school wellbeing initiatives;
- raise concerns appropriately and promptly;
- support colleagues respectfully;
- participate in training where appropriate;
- contribute to a positive working environment.

7. Lead Members of Staff

Whilst all staff have a responsibility to promote the mental health and wellbeing of pupils, the following staff have specific responsibilities:

- Danielle Douglas – Designated Safeguarding Lead (DSL)
- Claire Davidson – Deputy DSL and PSHE/ RSHE Lead
- Paige Heron and Charlotte Orr - DDSL
- Julie Lowery – Nurture / ELSA / Lego Therapy
- Natalie Key – ELSA
- Natalie Birkett – ELSA
- Hayley McGlasson – ELSA
- Charlotte Orr – SENCO

8. Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance, or school circumstances.