

# Hipsburn Primary School and Preschool

## Mental Health & Wellbeing September 2025



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### Our School Vision:

*"The most valuable gift we can give a learner is to enable them to think for themselves, to care for others and thereby acquire a sense of self-worth and confidence which can be used to benefit both society and the individual."*

## **Policy Statement**

*Mental Health is a state of wellbeing 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 contribute to her or his community.*

(World Health Organisation)

## **Vision**

Our shared vision is for every child to be successful, independent and to become a lifelong learner. Here at Hipsburn Primary School, we are an inclusive community and have the highest expectations for all pupils and staff. We believe that learning should be fun and challenging. We believe that children should have a stimulating, creative and thought-provoking curriculum which provides opportunities for all children to develop a deeper knowledge and understanding of themselves, the curriculum and their role in the local and global community.

We aim to promote positive mental health for every member of our children, staff, parents, and the community. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches. We collectively promote positive mental health in our growth mind-set, using circle time, praising positive behaviours and using a jewel system. We build confidence and raise self-esteem within all aspects of school life using peer to peer support and team work as well as whole class experiences.

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 mental health and wellbeing policies and procedures we can promote a safe and stable environment for pupils affected both directly and indirectly by mental health and wellbeing issues.

## **Scope**

This policy describes the approach Hipsburn Primary School uses to promoting positive mental health and wellbeing. This policy is intended as guidance for all staff including non-teaching adults including volunteers and governors.

This policy should be read in conjunction with our medical 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 for everyone.
- Increase understanding and awareness of common mental health issues
- Alert staff to early warning signs of poor mental health and wellbeing in children and adults.
- Provide support to staff and parents working with young people with mental health and wellbeing issues.
- Provide support to pupils suffering mental ill health and their peers and parents/carers.

### **Lead Members of Staff**

All staff have a responsibility to promote the mental health of pupils. However, there are staff with a specific, relevant remit which include:

Mr Kevin Moloney - Designated Child Protection and Safeguarding Lead  
Miss Laura Haswell - Deputy Child Protection Lead and Safeguarding Lead  
Mrs Jo Johnson - Deputy Child Protection Lead and Safeguarding Lead  
Mr Kevin Moloney - Mental Health and Emotional Wellbeing Lead  
Mrs Catherine Whyte - Mental health and Wellbeing governor

Any member of staff who is concerned about the mental health or wellbeing of a pupil should speak to the Mental Health 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 and Safeguarding Lead. 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.

Where a referral to CAMHS is appropriate, this will be led and managed by Mr Kevin Moloney, Mental Health Lead. Guidance about referring to CAMHS is provided in Appendix 1.

### **Individual Care Plans**

It is helpful to draw up an individual care plan for pupils 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
- 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

### **Teaching about Mental Health and Wellbeing**

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.

The specific content of lessons will be determined by the specific needs of the cohort we are 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.

We will follow the PSHE Association Guidance 58 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, pupils and parents are aware of sources of support within school and in the local community through newsletters, the website and discussions within Staff Meetings and Staff Briefings.

In Appendix 2, there are further links to support within our school and the local community.

We will display relevant sources of support and will 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
- What is likely to happen next?

### **Warning Signs**

School staff may become aware of warning signs which indicate a pupil 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 to Mr Moloney our Mental Health and Emotional Wellbeing Lead using the pink concern form.

#### **Possible warning signs include:**

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating / sleeping / toileting habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Displaying anxiety

### **Confidentiality**

We should be honest with regards to the issue of confidentiality. If we think it is necessary to pass on our concerns about a pupil then we should discuss this with the pupil:

- Who we are going to talk to
- What we are going to tell them
- Why we need to tell them

Working together and supporting each other is central to Hipsburn Primary School. It is always advisable to share disclosures with a colleague, usually the Mental Health and Emotional Wellbeing Lead Mr Moloney. This helps to safeguard our own emotional wellbeing as we are no longer solely responsible for the pupil, it ensures continuity of care in our absence and it provides an extra source of ideas and support. We should explain this to the pupil and discuss with them who it would be most appropriate and helpful to share this information with.

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. 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 office Mr Moloney must be informed immediately and the safeguarding procedures will then be followed.

### **Working with Parents**

Where it is deemed appropriate to inform parents, we need to be sensitive in our approach. Before disclosing to parents, we should consider the following points (on a case by case basis):

- That the meeting happens face to face.
- Where should the meeting be? In school or somewhere neutral?
- Who should be present? Consider parents, the pupil, and other members of staff.
- What are the aims of the meeting?

It can be upsetting for parents to learn of their child's additional needs and many may respond with anger, fear or upset during the first conversation. We should be accepting of this and give the parent time to reflect.

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.

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 steps and always keep a brief record of the meeting on the child's confidential record.

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, Facebook and school newsletters.
- 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 when it is appropriate to do so.
- 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.

## **Supporting Peers**

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

## **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 pupils safe.

Staff can access further training on the Northumberland Learning Together portal which provides free online training suitable for staff wishing to know more about a specific issue.

Training opportunities for staff who require more in-depth knowledge will be considered as part of Hipsburns 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 INSET sessions for all staff to promote learning or understanding about specific issues related to mental health.



## **Policy Review**

This policy will be reviewed every 3 years as a minimum. It is next due for review in July 2025.

This policy will always be immediately updated to reflect personnel changes.

## **Appendix 1 – CAMHS Information**

Information taken directly from website link below.

Please follow link: Email link: <https://www.northumbria.nhs.uk/our-services/childrensservices/child-and-adolescent-mental-health-service-camhs/>  
Our Child and Adolescent Mental Health Service (CAMHS) is here to help children and young people up to 18 years old, and their families.

Young people come and see us for lots of different reasons, such as:

Anxiety  
Depression  
Eating disorders  
Self-harm  
Attention Deficit Hyperactivity Disorder (ADHD)  
Autistic Spectrum Disorder (ASD)

You may meet several different kinds of professionals in CAMHS. All of our staff are trained in assessing children and young people, and some staff have additional specialist training. You will be told who you will be coming to see before you come and see us, and this may include a:

nurse  
psychiatrist  
clinical psychologist  
social worker  
art therapist  
primary mental health worker

### **Your appointment**

If you are referred to us you'll receive a letter offering you an initial appointment which will include the name of the member of staff you will meet and the location of the department. Your first appointment will last around 1½ hours.

We will usually arrange to see you for two appointments to assess what you need. These

appointments give you the opportunity to tell us more about you and what is important in your life. We will discuss with you what we think may be the problem, and work with you to agree what the best way of helping will be.

You will always be given plenty of opportunity to ask questions – please let us know if you don't understand, or if you disagree with, what is being said. This is important to us so we can get our assessment and treatment right.

### **Bringing someone to your appointment**

It is very important to us that you feel supported throughout your treatment. You can bring who you like to your appointments, however it's often helpful for your family or carers to be involved. You will also have the opportunity to speak to staff on your own.

### **In confidence**

Everything you say to a member of staff will be confidential, unless they feel you or anybody else is in danger of being harmed. If this happens, your CAMHS worker will talk to you about who they need to tell and what details will be shared.

### **Treatment**

**The type of treatment we provide can vary depending on why you are with us. Some of our treatments include:**

Individual talking therapies including Cognitive Behavioural Therapy (CBT), solution focused therapy, art therapy

Behavioural therapies including support for parents with behaviour management strategies

Group therapies including Dialectical Behavioural Therapy (DBT)

Medication may be available to treat some problems

## **How to access the service**

You can be referred to our *CAMHS* team by a range of professionals including *GPs*, social workers and public health nurses in schools.

If you are a health or educational professional, or a social worker, and are concerned about a child you can refer them directly into our service.

## **Appendix 2 - Support in our local area**

### **Children's and Young Peoples Service**

<https://www.ntw.nhs.uk/services/children-young-peoples-service-northumberland/>

The Children and Young People's Service provides a single service to all children and young people aged 0-18 years living in Northumberland who present with mental health difficulties. This includes children and young people who may have learning difficulties and those living in a range of difficult and challenging circumstances.

The service is able to provide:

Assessment, diagnosis and intervention on a range of mental health issues.

Intensive response and home-based treatment for those children and young people whose mental health is causing significant concern.

An intensive Eating Disorder Service to support children and young people on the eating disorder pathway who are at risk of an inpatient admission.

A comprehensive transition support package to those young people who are approaching their 18th birthday and may need continuing support as adults.

Training, consultation, support and advice to front line staff working in targeted services for children.

### **How to get referred**

Referrals will be accepted from any professional working with child, young person or their family and self referrals can also be made. Referrals are accepted in written form by letter or fax. Referrals can also be made on the telephone.

**Telephone:**01670 798 265

**Email:** [NTAWNT.NoTCYPS@nhs.net](mailto:NTAWNT.NoTCYPS@nhs.net)

**Address:** Northgate Hospital Morpeth Northumberland NE61 3BP

**Opening Times:** Monday 8am – 8pm Tuesday 8am – 8pm Wednesday 8am – 8pm  
Thursday 8am – 8pm Friday 8am – 8pm

### **Talking Matters Northumberland – Residents of Northumberland 16 years +**

<http://www.mentalhealthmatters.com/service/talking-matters-northumberland/>

Office: Unit 4, Telford Court, Morpeth, Northumberland, NE61 2DB

Tel: 0300 30 30 700

Opening hours: 8am to 8pm Monday to Thursday, 8am to 5pm on a Friday, and  
9am to 1pm on Saturday. Closed on Sunday.

Email: [info@tmnorthumberland.org.uk](mailto:info@tmnorthumberland.org.uk)

**Talking Matters Northumberland offers a free psychological treatment, support and recovery service for the people of Northumberland over the age of 16 for depression, anxiety, stress and other mental health related problems.**

Our aim is to ensure people in Northumberland can get quick and easy access into personalised treatment to support their recovery and live life to the full.

### **How we can help**

We provide free psychological treatment, support and recovery to anyone in Northumberland experiencing common difficulties such as:

Low mood and depression

Anxiety

Stress

Panic attacks

Obsessive Compulsive Disorder (OCD)

Post-Traumatic Stress Disorder (PTSD)

Social anxiety  
Bereavement/loss  
Work related stress  
Sleep problems  
Relationship difficulties

**Who is the service for?**

This service is for anyone aged 16 years or over, living/registered with a GP in Northumberland, who is experiencing emotional or mental health issues which affect their daily living, employment or wider health.

**How to access the service -**

Through your GP or online referral form.