

Sutton & District Training Limited

MENTAL HEALTH AND WELLBEING POLICY

Date effective from:	01/08/2025
The Policy will next be reviewed:	01/08/2026
Policy approved by:	Julie Ingleton
Signed:	Xxxx
Date:	xxxx

Mental Health and Wellbeing Policy

1. Statement

Sutton & District Training Limited (SDT) is committed to promoting and supporting the positive mental health and wellbeing of everyone, including students and staff. SDT actively encourages the development of healthy relationships, personal responsibility and positive behaviour as well as an open and collaborative environment so that everyone may feel safe, supported and capable of reaching their full potential.

SDT recognises that mental health and wellbeing issues are a growing concern, particularly for young people, and that mental health problems may be an indicator of abuse, neglect and exploitation. All mental health concerns, therefore, are considered as safeguarding issues and will be dealt with in accordance with our Safeguarding, Child Protection and Prevent Policy.

2. Aims

This policy aims to:

- outline the approach to promoting and supporting positive mental health and wellbeing;
- encourage anyone with mental health difficulties to seek help;
- provide guidelines for early identification of mental health concerns;
- set out procedures for dealing with mental health concerns.

3. Related policies and legislation

3.1 SDT policies:

- Prevention of harassment and Anti-bullying Policy
- Safeguarding, Child Protection & Prevent Policy
- Internet & Email Usage Policy
- Equality & Diversity Policy
- Whistleblowing Policy
- Learner ICT Acceptable Usage Policy

3.2 Legislation:

Keeping Children Safe in Education (2023)

Working Together to Safeguard Children in Education July 2018

Promoting and Supporting Mental Health in Schools and Colleges (2022)

4. Responsibility and roles

All staff are required to complete relevant safeguarding training which includes understanding their responsibilities to help keep students and understand the procedures to deal with any safeguarding concerns, as set out in the Safeguarding, Child Protection & Prevent Policy. Staff also receive regular updates on safeguarding training and issues as set out by the Designated Safeguarding Lead. Key members of staff are also expected to take part in Mental Health First Aid training.

Staff at Sutton & District Training work closely with external safeguarding partners within the local community and other outreach providers such as CAMHS in order to offer appropriate support.

5. Positive mental health

Learning to recognise and positively shape how we deal with the normal stresses and demands of life is part of developing resilience and building a healthy state of mind. SDT encourages the development of characteristics that generally support positive mental health. We run various workshops around positive mental health, healthy eating, healthy relationships and boundaries. As well as a hands-on approach, delivering vital life skills such as cooking and money management. SDT provides a comprehensive pastoral support network for all students comprising teachers, senior leaders and Designated Safeguarding Leads. This helps create an open and honest environment so that students can feel confident and safe to raise concerns and talk about most issues. Students are always welcome to request one-to-one meetings with their teachers or other members of staff. Additional support can be offered by the Safeguarding Team through individual support plans which may include check in/out sessions and frequent brain breaks.

Parents/Guardians and professionals are encouraged to share any information or concerns they feel are necessary in order to support the wellbeing of the young person. Disclosing information is mandatory in more serious cases which have involved professional assessment or clinical care and referrals to any local authority's Children's & Adults Social Care. SDT offers space in each of the centres where students and staff can go to take some time.

6. Seeking help

Where students or staff experience emotional or psychological difficulties that are or become more persistent and/or affect their ability to participate fully in their learning, work tasks and/or to cope with everyday life professional support may be required. SDT encourages anyone experiencing mental health difficulties, or others such as friends or parents who may be concerned about someone experiencing difficulties, to speak with a member of staff or the DSL. Students and staff may request individual 1:1 support sessions, if appropriate, organised by the DSL, or they may be supported to seek external professional help. The Safeguarding Team will also explore other ways to support the student or member of staff with respect to staff and peer support. Where a student or member of staff is having mental health difficulties the DSL will also assess the impact on other students and members of staff and how they may also be supported.

Each staff member has a line manager with whom they can discuss any concerns or issues relating to their mental health. They may also speak with the DSL or SMT.

7. Managing disclosures

It can take a lot of courage to first, acknowledge that a mental health problem exists and then discuss what you are experiencing. Any disclosures by students or staff about themselves or others, to any member of staff, therefore should be received in a calm, supportive and non-judgmental manner. Concerns about students must be conveyed to the DSL either in person, via email or on the MIS system.

Where the concern raises serious and/or immediate risk of harm the person receiving the disclosure must contact the DSL or DDSL immediately.

8. Identifying signs of mental health problems

Whilst only professionals should diagnose mental health problems there are indicators that may help identify whether someone is showing signs of or experiencing mental health concerns. These include, but are not limited to:

- Repeated cuts or injuries
- Excessive tiredness
- Noticeable weight loss or gain, or changes in eating habits
- Increased isolation from friends and family, and becoming socially withdrawn
- Changes in mood
- Difficulties making decisions
- Talking and/or joking about self-harm and/or suicide
- Substance misuse, including alcohol.
- Feelings of hopelessness, failure and uselessness
- Secretive behaviour
- Clothing unsuitable for the time of year, e.g., a large winter coat in the summer
- Negative behaviour patterns, e.g., disruptive during lessons
- Irregular attendance and absences
- Lack of punctuality and lateness
- Dramatic drops in educational attainment
- Family and relationship issues

Other forms of self harm:

- Cutting
- Branding
- Picking at skin/reopening wounds
- Hair pulling
- Hitting/ bone breaking
- Provoking fights
- Breaking doors/ punching walls
- Drinking harmful chemicals
- Swallowing objects
- Taking personal risks
- New behaviour: excessive piercings, tattoos, promiscuity

9. Procedures for dealing with mental health concerns

Any concerns relating to mental health, including the indicators outlined in point 8, should be raised with the DSL in person, via email and on the MIS system. Concerns can also be raised to the Mental Health First Aider, where support can be given.

All concerns are taken very seriously and will be dealt with by the DSL in accordance with the Safeguarding, Child Protection & Prevent Policy.

10. Review

This policy will be reviewed every year by the DSL to assess its effectiveness and will be updated as necessary. In undertaking the review, the DSL will take into account safeguarding reports and outcomes, as well as any changes in legislation and/or statutory guidance and other relevant information gathered.