



# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

**ARH – Educating a community of life-long learners**

**Mental Health and Emotional Wellbeing Policy: Staff**



# Mental Health and Emotional Wellbeing Policy: Staff

*Mental Health is “the emotional and spiritual resilience which enables us to enjoy life and survive pain, suffering and disappointment. It is a positive sense of wellbeing and an underlying belief in our and others dignity and worth. It is influenced by our experience and our genetic inheritance.” (World Health Organisation)*

***Mental health affects all aspects of life and behaviour.***

## **Introduction**

The mental health and emotional wellbeing of all members of Alderman Richard Hallam Primary School is fundamental to our philosophy and aims. Our policies and practices are founded in the development and maintenance of a happy, healthy school, where all learning can flourish. When a school promotes positive emotional health and wellbeing, pupils can better understand and express their feelings. This builds their confidence and emotional resilience and therefore their capacity to learn. We believe that emotional wellbeing is closely linked to mental health and that, as a school, we can encourage the positive development of mental health in childhood. We believe that staff who have good mental health and an understanding of their own emotional wellbeing are able to best support children in the school.

Our whole school approach includes:

- Creating an ethos, policies and behaviours that support mental health and resilience, and which everyone understands.
- Helping staff to develop social relationships, support each other and seek help when they need it.
- Supporting and training staff to develop their skills, awareness of mental health and their own resilience.
- Providing support to staff who have mental health needs and working together to help to improve their mental health, including through work with external services.

## **Aims**

This policy applies to all staff who work at Alderman Richard Hallam Primary School and encourages their positive mental health and wellbeing. The purpose of this policy and the emotional health and wellbeing practices in our school is to have:

- A positive working environment in which staff feel able to openly discuss their wellbeing and seek support where needed.

- A school which prioritises positive mental health in our staff, children and their families allowing for positive and respectful working relationships to be formed.
- A resilient, happier and more motivated staff with high wellbeing leading to lower absenteeism.
- A stable, content and consistent workforce.
- Staff who have a say in how things are run in school through the use of working parties, questionnaires and our school suggestion box.

### **Support for All Staff**

Alderman Richard Hallam Primary School is committed to promoting the mental health and wellbeing of pupils and staff. The school will do this by:

- Encouraging and supporting the whole school community to be positive in its approach to mental health and emotional wellbeing.
- Promoting knowledge and understanding of both internal and external support services.
- Providing guidance and support to all those connected with the organisation to help them develop confidence in their ability to manage mental health and emotional wellbeing.
- Providing appropriate training and information to staff on mental health and emotional wellbeing. This may take the form of PDMS, Inset Day training or e-learning opportunities.
- Having named Staff Mental Health Champions (Carla Lawes – Senior Assistant Headteacher/Wellbeing Lead, Stephen Beardsmore – Deputy Headteacher, and Jade Afflick-Goodall – Wellbeing Lead). They will ensure that the school has a cohesive approach to mental health and emotional wellbeing.
- Keeping this policy under review and make changes when legislation and best practice requires.
- Promoting a culture which supports and encourages self-disclosure.
- Providing a support structure for responding appropriately to mental health and emotional wellbeing.
- Co-operating with other organisations involved in the delivery of mental health and emotional support services.
- Observing the principles of confidentiality and data protection in respect of mental health and emotional wellbeing.
- Sharing the 'Five Ways to Wellbeing' with all staff along with examples to help staff understand how best to take care of their own mental health.

The Staff Mental Health Champions will be responsible for implementing initiatives which help to promote positive mental health at ARH. The school has a large number of initiatives in place to do this (see Appendix 1). They will regularly conduct and analyse staff wellbeing surveys to identify and respond to areas of improvement for the school.

The school's Workload Reduction and Wellbeing Team is comprised of members of staff from across the school representing a range of different roles. The Team meets on a regular basis to discuss new initiatives that can be implemented to promote positive wellbeing across the school and raise issues that may be impacting negatively on staff's mental health. There are key members of the Wellbeing Team identified to all staff that are available if anyone wishes to raise any ideas or concerns. This is shared with all staff on our Wellbeing Newsletter (see Appendix 2).

Wellbeing is a standing item on the agenda for all Senior Leadership meetings and Year Group Leader meetings to help to promote an open environment.

### **Addressing Specific Needs**

We believe that it is important for all staff to be open about their mental health and seek support where needed. All staff should have the skills to look out for any early warning signs of mental health problems and ensure that colleagues with mental health needs get the support they need.

The school prides itself on having a non-judgemental and supportive approach to mental health concerns and regularly provides opportunities for staff to discuss their wellbeing. We have nine trained Mental Health First Aider's (MHFA) available for staff – Carla Lawes, Jade Afflick-Goodall, Stephen Beardsmore, Krupa Nanda, Paula Smith, Varsha Ondhia, Ann-Marie Kedzior, Elizabeth Reynolds and Laura Scudder-Coakley.

If a member of staff is concerned about their mental health or emotional wellbeing, they are encouraged to speak to their line manager, a MHFA or a member of the SLT they feel comfortable with to seek support. If they feel unable to do this, they are encouraged to talk to someone who can bring forward concerns on their behalf.

Individualised support structures will then be put in place based on the needs of the individual. These may include (but are not limited to):

- A stress action plan
- Additional time out of class
- Compassionate leave
- Mentoring programme
- Regular check-ins with a nominated member of staff
- Additional support from SMT/SLT.

Where a member of staff is absent from school, whether due to physical or mental ill health, or for compassionate reasons, a member of the school's SLT will make regular contact with them to provide support where needed.

External support may also be provided from the Education Support Partnership or Vivup can be arranged through the Senior Leadership Team.

## **School Closure**

In the event of a partial or full school closure, the Senior Leadership Team will ensure strategies are in place to protect the mental health and wellbeing of staff at ARH Primary. This may take many forms including, but not limited to: phone calls to staff working from home by a member of SLT; regular meeting of the staff Wellbeing Team to discuss further strategies; virtual staff rooms, bingo and quizzes to foster a sense of belonging; regular surveys of staff wellbeing and shared actions based on these.

## **Policy Links**

This policy is to be read in conjunction with the following other policies and documents:

- Bereavement Policy
- Parents and Carers Code of Conduct
- Staff Code of Conduct

*Date to be reviewed: September 2025*

## Appendix 1: Staff Wellbeing Initiatives

Workload Reduction	Ongoing Wellbeing Initiatives	One-off Wellbeing
<p>Reports – reformatted following working party</p> <p>Optional parental attendance of March parents' and carers' evening</p> <p>Staff able to leave parents' and carers' evening after their final appointment</p> <p>Feedback policy created with staff and minimal marking</p> <p>Workload reduction and wellbeing team</p> <p>Removal of short term plans</p> <p>Flipchart templates created</p> <p>Regular management time</p> <p>PPA time as a year group with resource sharing</p> <p>Staff working below their 1265 directed hours</p> <p>3 data drops in the year</p>	<p>Weekly wellbeing tip in the staff room</p> <p>I heard a wispa...</p> <p>MHFAs</p> <p>Appreciation station</p> <p>Staff bingo</p> <p>Teambuilding staff meetings</p> <p>Free fruit for staff to enjoy</p> <p>Book swap in the staff room</p> <p>Stress-buster weeks – no meetings</p> <p>Planning time provided in PDMs including INSET days PPA time (and late start, early finish)</p> <p>Staff fuddles</p> <p>PPA at home</p> <p>Wellbeing newsletters</p> <p>Peer observation</p> <p>Removal of formal observations and challenge partners</p> <p>Social events– Bingo, treasure hunt, quiz night, drinks etc.</p> <p>Book club</p> <p>Toiletries available in staff toilets</p> <p>Suggestion box</p> <p>Staff 'Treat Hamper' with honesty box in front office</p> <p>Option of biddable time when required</p> <p>External support, qualifications and accreditations available to staff e.g. Level 3 TA qualifications, NPQs</p> <p>TA Appreciation Week gift bags</p> <p>Teacher Appreciation Week gift bags</p> <p>'Wear what you want' Wednesdays</p> <p>Breakfast buffets</p>	<p>Staff room revamp</p> <p>Wellbeing days</p> <p>INSET mental health training</p> <p>TA appreciation day</p> <p>Teacher appreciation day</p> <p>Free staff Fight Klub taster session</p> <p>World Mental Health Day</p> <p>Mental Health Week</p> <p>End of year / Christmas staff do</p> <p>Tranquility room created</p> <p>TA mental health training</p> <p>Pamper sessions by a trained therapist</p> <p>Balcony for staff outdoor eating</p>



# Workload Reduction and Wellbeing NEWSLETTER



## Autumn Term

We are already well on the way with the autumn term. We know that it is a busy time of year so it is important to reach out and speak to someone if you need support.

Please check your emails for the recent wellbeing survey. It is completely confidential. Your opinion is valid and really does matter.

### Meet the team:

Jade Afflick-Goodall  
Steve Beardsmore  
Carla Lawes  
Liz Reynolds  
Cheryl Pickering  
Louise Ellis  
Alex Owczarek  
Varsha Ondhia  
Ruth Mwyena  
Freya White  
Sue Bourton  
Adam Davis  
Laura Scudder-Coakley  
Krupa Nanda





-  Give
-  STAY ACTIVE
-  KEEP LEARNING
-  TAKE NOTICE
-  CONNECT

### WHAT'S COMING UP:

**Wednesday 13th November:** World Kindness Day

**Friday 22nd November:** Pub trip. More details to follow.

**Stressbuster week:**

**Tuesday 26th November:** Beardsmore's Bingo! Details to follow.

**Wednesday 27th November:** Wear What You Want Wednesday and breakfast buffet.

Don't forget that **Friday 29th November** is disaggregation day.

Also keep an eye out for Secret Santa and Wellbeing Walks.

This half-term's focus is:

### Stay active

It is common at this time of year to be affected by a change in seasons and weather. You might find that your mood and energy levels or sleeping patterns are different. Try to stay active, have lunch with people or try a wellbeing walk at lunchtime.

### Important Information

Need more support?  
There are further levels of support available for staff who are really struggling. Please speak to Ann-Marie or Steve for more information.



### Mental Health & Wellbeing

If you have any concerns regarding Mental Health and Wellbeing, please speak in confidence to one of the following people.

 Carla Lawes Mental Health Lead Adult MHSA	 Jade Afflick-Goodall Wellbeing Lead Adult & Children's MHSA	 Stephen Beardsmore Adult MHSA
 Krupa Nanda Adult MHSA	 Varsha Ondhia Adult MHSA	 Ann-Marie Kedzie Adult MHSA
 Liz Reynolds Children's MHSA	 Paula Smith Adult MHSA	 Charlotte Milligan Children's MHSA
 Laura Scudder-Coakley Children's MHSA		