



# Mental Health and Emotional Wellbeing Policy

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Person(s) Responsible:	Kate Lawrence Kathryn Sargeant
Formally adopted by the Governing Body:	November 2025
Review date:	November 2026

*This policy also applies to the Early Years Foundation Stage (EYFS)*

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## Policy statement

Emotional health and wellbeing describes how we think, feel and relate to ourselves and others and how we interpret the world around us. Having good emotional health affects our capacity to manage, communicate, and form and sustain relationships.

At Biggin Hill Primary School, we are committed to supporting the emotional health and wellbeing of our children and staff as this underpins the values of the Biggin Hill Way. Each individual in our school is respected and valued, promoting a kind, supportive and inclusive ethos.

We understand that everyone experiences life challenges that can make them vulnerable at times and in need of additional emotional support. At BHPS we believe that we all have a role to play in supporting and maintaining positive mental health throughout the school community.

At our school we:

- help children to understand their emotions and experiences better
- teach skills to regulate emotions
- support children to form and maintain friendships/relationships
- support self esteem and ensure children know their voice is important
- encourage and support children to be resilient and manage challenges in their lives
- promote inclusivity and people's differences
- recognise that staff mental health is of high importance and provide opportunities for accessing professional support, time and space to discuss concerns with SLT and guide and encourage colleagues to partake in selfcare.

BHPS promotes a mentally healthy environment through:

- following the Biggin Hill Way which promotes our school values and a sense of belonging
- encouraging pupil voice and providing opportunities to speak out
- celebrating both academic and non-academic achievements
- providing opportunities for children to develop a sense of self-worth through taking on responsible roles within the school day
- providing access to appropriate support that meets their needs
- providing an enriching and safe environment with designated areas for 1:1 / group support initiatives

We pursue these goals through:

- a whole school approach
- wellbeing support for pupils going through difficulties
- learning mentor and family liaison support
- targeted approaches aimed at children with more complex difficulties including SEND, Attachment disorder and school refusal

Biggin Hill Primary School has a whole school approach towards the mental health of our children. This means working with staff, parents/carers and with other agencies and partners where necessary.

## Lead Members of Staff for Mental Health and Inclusion

Whilst all staff are responsible for promoting the mental health of students, staff with a specific, relevant remit include:

- Kate Lawrence - Headteacher/Designated Safeguarding Lead/Designated Teacher/SENCo
- Rachel Knott - Assistant SENCo/Deputy Designated Safeguarding Lead
- Sean Peart - Deputy Headteacher/Safeguarding Lead
- Kathryn Sargeant - Deputy Designated Safeguarding Lead, Family Liaison and Mental Health Lead
- Vicki Kovacs-Pereira - PHSE Lead

## Teaching about Mental Health

The knowledge, understanding, and strategies required by our children to keep themselves mentally healthy are included as part of our developmental PHSE curriculum.

The specific needs of the children are considered when we regularly review our PHSE curriculum, this ensures that mental health, emotional wellbeing and the aims of this policy are being met in a safe and sensitive manner.

We will use guidance from:

- Department of Education
- <https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>

and resources from organisations such as:

- Anna Freud Mentally Healthy Schools Website  
<https://www.mentallyhealthyschools.org.uk/>
- SCARF PSHE package
- <https://www.coramlifeeducation.org.uk/scarf/>  
for class lesson plans and individual support sessions.

## Targeted support

We offer support through targeted approaches for individual pupils or groups of children which include:

- 1:1 Learning mentor support
- Drawing and Talking
- Lego therapy group intervention/Ignite - Resilience building intervention
- Growth Mindset group

- BHPS young carers group
- specific environments to promote positive wellbeing including The Haven - Sensory Garden, The Bubble Room - sensory room, The Hangar - low sensory classroom, The Family Room - private space for conversation, The Launchpad - specialist teaching space and learning mentor support
- referrals to specialist outside agencies if required

## Signposting

At BHPS we ensure that staff, pupils and parents/carers are aware of what support the school can provide and how to access further support from external agencies through a number of channels:

- Displays for both adults and children in communal areas raising awareness of positive wellbeing and ideas to promote this and who they can talk to within school for help
- Our own publication "Same but Different" identifying difficulties and strategies to support these
- Open door policy for both staff, children and parents/carers to discuss/raise any concerns that need to be supported
- BHPS website and Padlet (signposting information board online)
- Family liaison and wellbeing worker within school providing guidance and support for children and their families

## Identifying Needs and Warning Signs

At BHPS staff are aware that particular groups of children are at a higher risk of experiencing mental health difficulties. These groups include:

- Children with SEND
- Young carers
- Pupils from disadvantaged families
- Children who have experienced trauma and bereavement

Wellbeing questionnaires are offered out to children, parents/carers and staff for completion to support in identifying specific difficulties and required actions.

The staff at BHPS are aware of warning signs which may indicate a child is experiencing mental health or emotional wellbeing difficulties. These warning signs should always be taken seriously and staff understand the need to raise any concerns to the Safeguarding/Inclusion team.

Possible warning signs to watch out for:

- Changes in eating/sleeping habits
- Becoming socially withdrawn
- Changes in activity and mood
- Talking or joking about self-harm or suicide
- Expressing feelings of failure, uselessness or loss of hope
- Repeated physical pain or nausea with no evident cause
- An increase in lateness or absenteeism
- Changes in attainment or attitude to learning
- Changes in behaviour

Staff are well placed to identify any additional needs arising from difficulties that may impact on a child's mental health and wellbeing, such as family and relationship problems and health difficulties.

## Working with Parents and Carers

At Biggin Hill Primary School we aim to support parents and carers as much as possible. This means keeping them well informed about their child and offering our support at all times.

To support parents/carers Biggin Hill Primary School will:

- Highlight the support and sources of information about mental health and wellbeing within our school through our, bulletins, newsletters, Padlet and on the school website
- Identify the key people in school who mental health concerns can be reported to
- Provide parents/carers with guidance about how they can support their child's/children's positive mental health
- Support parents/carers accessing further services and support from outside agencies
- Make our emotional wellbeing and mental health policy as accessible as possible to parents and carers
- Provide drop in service and parent forums

Kathryn Sargeant is our Family Liaison and Wellbeing Lead in the school. She works as the first point of contact for parents and carers to raise any concerns they may have around mental health, medical conditions, family difficulties, attendance and developmental concerns.

Offering an open door, 1:1 service enables parents and carers to speak openly and confidentially with a member of the school team creating a sensitive and supportive link for all in need.

## Working with outside agencies

At BHPS we work with outside agencies to support the emotional health and wellbeing of our children and families including:

- Bromley Y Wellbeing Service
- CAMHS (Child and Adolescent Mental Health Service)
- Educational Psychologist Service
- Community Paediatricians
- BTA Outreach Service
- Bromley Children's Project
- Bromley Young Carers
- Bromley Youth Support Project (Spitfire Centre. Y6)

BHPS has strong working relationships with these agencies working cohesively to create the best results possible for our children and families.

## Training

BHPS staff receive regular safeguarding training which includes children's mental health and signs to watch out for. This training will ensure that our staff are equipped to recognise and respond to any issues a child may have.

This training is a requirement to keep children safe at our school following the guidelines from the government DfE document: [KCSIE 2025](#)

The school has signed up to the National College CPD package which offers a range of relevant courses.

Our Mental Health and Wellbeing Lead attends regular training throughout the year but at least annually. This CPD is reported on at governing body meetings.

We also consider and offer targeted additional CPD training throughout the year to staff where it becomes appropriate due to developing situations with children.

## Staff Wellbeing

Staff wellbeing is of a high priority in BHPS and there are a number of strategies in place to support any member of the school team if they require assistance with both their emotional and physical health.

- BHPS staff have access to staff well being support which includes free online counselling and access to physiotherapy. This is provided by My Healthy Advantage and all staff have access to an app which contains information about accessing these and other services free of charge.

- BHPS has signed up to the DfE school charter to support and reassure staff that their own wellbeing is of paramount importance; this includes a number of pledges to encourage a positive work/home balance, recognition for hard work and opportunities for personal development.
- The school staffroom provides a safe environment where positive wellbeing is encouraged and shared through activities, notice boards and treats to ensure staff have an opportunity to relax during their working day.

At Biggin Hill Primary School we recognise that if we do not look after ourselves we cannot look after others effectively.

## Scope

This policy outlines our approach to promoting staff's, children's and their families mental health and wellbeing; it should be read and understood alongside other relevant school policies.

- Behaviour Policy
- Child Protection
- Staff Code of Conduct

## Policy review

This policy will be reviewed annually or in accordance with local and national policy changes so it remains up to date, useful and relevant.