



Positive Mental Health Policy (incl. EYFS)

Policy Statement

Mental health is a state of well-being 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 make a contribution to her or his community. (World Health Organization)

At Durlston School, we aim to promote positive mental health for every member of our staff and student body. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable students.

In addition to promoting positive mental health, we aim to recognise and respond to mental ill health. By developing and implementing practical, relevant and effective mental health policies and procedures we can promote a safe and stable environment for students affected both directly, and indirectly by mental ill health.

This document describes the school's approach to promoting positive mental health and wellbeing. This policy is intended as guidance for all staff including non-teaching staff and governors.

This policy should be read in conjunction with our first aid policy in cases where a student's mental health overlaps with or is linked to a medical issue and the SEND policy where a student has an identified special educational need. Also, see PSHE and RSE policies (RSE policy is currently in draft stage).

The Policy Aims to:

- Promote positive mental health in all staff and students
- Increase understanding and awareness of common mental health issues
- Alert staff to early warning signs of mental ill health
- Provide support to staff working with young people with mental health issues
- Provide support to students suffering mental ill health and their peers and parents/carers

Lead Members of Staff

Whilst all staff have a responsibility to promote the mental health of students, staff with a specific, relevant remit include:

Mrs J Gill (Deputy Head (Pastoral)/Head of Middle School) DSL, Mental Health First Aider
Mrs S Blay (ELSA, FEIPS and Pastoral Care Manager) Mental Health and Well-Being Lead, Mental Health First Aider

Mr R May (Headmaster) DSL
Mr D Collard (Head of Senior School) DSL
Mrs Gilly Smith (Head of Pre Prep) DSL
Mrs N Lack (SEND Year 5-8)
Mr J Harrison (SEND Year 1-4)
Mrs E Middleton (Pre-Prep ELSA)
Mrs M Collins and Mrs E Launchbury - Lead First Aiders

Any member of staff who is concerned about the mental health or wellbeing of a student should speak to the mental health lead in the first instance. If there is a fear that the student is in danger of immediate harm, then the normal child protection procedures should be followed with an immediate referral to a DSL. If the student presents with a medical emergency then the normal procedures 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 Sam Blay, Mental Health and Well-Being Lead. Guidance about referring to CAMHS is provided in Appendix F.

Teaching about Mental Health

The skills, knowledge and understanding needed by our students 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 students to develop the skills, knowledge, understanding, language and confidence to seek help, as needed, for themselves or others.

We follow the [PSHE Association Guidance](#) to ensure that we teach mental health and emotional wellbeing issues in a safe and sensitive manner.

Signposting

We ensure that staff, pupils and parents are aware of sources of support within school and in the local community. What support is available within our school and local community, who it is aimed at and how to access it is outlined in Appendix D.

We display relevant sources of support in communal areas such as common rooms and toilets and will regularly highlight sources of support to pupils within relevant parts of the curriculum. Whenever we highlight sources of support, we will increase the chance of pupils seeking help by ensuring they understand:

- What help is available
- Who it is aimed at
- How to access it
- Why to access it
- What is likely to happen next

Warning Signs

School staff may become aware of warning signs which indicate a student 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 with Sam Blay, Mental Health and Well-Being Lead; if not available then Julia Gill as Pastoral Head.

Possible warning signs include:

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating / sleeping habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour
- Skipping PE or getting changed secretly
- Lateness to or absence from school
- Repeated physical pain or nausea with no evident cause
- An increase in lateness or absenteeism

Managing disclosures from pupils

A pupil may choose to disclose concerns about themselves or a friend to any member of staff so all staff need to know how to respond appropriately to a disclosure. The member of staff's response should always be calm, supportive and non-judgemental.

Staff should listen, rather than advise and our first thoughts should be of the student's emotional and physical safety rather than of exploring 'Why?' For more information about how to handle mental health disclosures sensitively see appendix E.

This information should be shared with the Mental Health Lead and/or Mental First Aider who will record appropriately and offer support and advice about next steps. See appendix F for guidance about making a referral to CAMHS.

Any safeguarding disclosures will be dealt with appropriately (see safeguarding policy).

Confidentiality

It is important to be honest with regards to the issue of confidentiality. If it is necessary for us to pass our concerns about a pupil on then we should discuss with them:

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

Information about a pupil will not be shared without first telling them. This would be explained to the pupil and discussed with them, who would be the most appropriate and helpful person to share this information with. Ideally we would receive the pupil's consent, although there are certain situations when information must always be shared with another member of staff and/or parent, such as pupils up to the age of 16 who are in danger of harm. If more senior pupils wish to share certain information with their parent(s) directly, then the pupil should be given 24 hours to share this information before the school contacts parents.

If a child requests not to inform his/her parent(s), then a decision can be made by the school referencing the Fraser and Gillick principles. (see appendix B)

If a child gives us reason to believe that there may be underlying child protection issues, parents should not be informed, but a DSL must be informed immediately.

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 questions (on a case by case basis):

- Can the meeting happen face to face? This is preferable.
- Where should the meeting happen? At school, at their home or somewhere neutral?
- Who should be present? Consider parents, the pupil, other members of staff.
- What are the aims of the meeting?

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

It may be helpful to signpost parents towards further sources of information. Sharing sources of further support aimed specifically at parents can also be helpful too e.g. parent helplines and forums. It is important to have agreed next steps and a brief record of the meeting on the child's record. The Mental Health Lead will have continued communication with parents.

Working with All Parents

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 the 'week ahead' letter. This also helps with guidance for parents if they have concerns
- Ensure that all parents are aware of who to talk to, and how to go about this, if they have concerns about their own child or a friend of their child
- Share ideas about how parents can support positive mental health and well-being in their children through our regular information evenings (although this has not been possible recently because of COVID restrictions).
- Keep parents informed about the mental health and well-being topics their children are learning about in PSHE/RSE and share ideas for extending and exploring this learning at home – curriculum document.

Supporting Peers

When a student 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:

- Encourage pupils to support each other, knowing who to talk to in school if they have concerns or worries
- Provide information within the school setting about their friend's condition if appropriate
- Teach healthy ways of coping with the difficult emotions they may be feeling and promote good self-care

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 students safe.

Positive Mental Health issues are shared with staff in the following ways:

- KCSiE - staff to read the updated document annually and sign to say they have read it
- CPD training
- Opportunities will be given to staff to share knowledge and experience with their colleagues
- Relevant, up to date information and current issues about positive mental health and well-being will be shared and discussed amongst staff

- Lesson plans and ideas to incorporate positive mental health during lesson time and discreet PSHE sessions are shared with staff

For staff training The [MindEd learning portal](#)

Well-being of Staff

Sometimes staff may feel that they are experiencing their own mental health issues, or some may become aware of warning signs which indicate another member of staff 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 with the Deputy Head. As the Durlston family is key to our happy school, we recognise that it is vital to support all staff with help if required.

We have a number of procedures in place for any member of staff feeling they need additional support:

- Staff may feel they want to talk to their SLT link about ongoing issues.
- Deputy Head to adjust staffing/cover if needed to support staff who may be struggling.
- Well-being and Support Service – the school's insurance company, Travelers offer free counselling and support for all members of staff at school. Details of this service are detailed in the staff room.
- Other useful signposting in the staff room.
- The Education Committee has agreed to 1:1 counselling for members of staff who may need this service. We do not have a specific counsellor for this, but would find someone appropriate if/when needed.

Useful websites:

www.mentalhealth.org.uk

www.nhs.uk

www.mind.org.uk

www.educationsupport.org.uk

<https://www.italk.org.uk/>

Policy Review

This policy will be reviewed annually, but can be updated as appropriate on an ad hoc basis. If you have a question or suggestion about improving this policy, this should be addressed to Julia Gill Deputy Head (Pastoral) via julia.gill@durlstoncourt.co.uk
This policy will always be immediately updated to reflect personnel changes.

Reviewed May 2023

Appendix A: Further information and sources of support about common mental health issues

Prevalence of Mental Health and Emotional Wellbeing Issues

- 1 in 10 children and young people aged 5 - 16 suffer from a diagnosable mental health disorder - that is around three children in every class.
- Between 1 in every 12 and 1 in 15 children and young people deliberately self-harm.
- There has been a big increase in the number of young people being admitted to hospital because of self-harm. Over the last ten years this figure has increased by 68%.
- More than half of all adults with mental health problems were diagnosed in childhood. Less than half were treated appropriately at the time.
- Nearly 80,000 children and young people suffer from severe depression.
- The number of young people aged 15-16 with depression nearly doubled between the 1980s and the 2000s.
- Over 8,000 children aged under 10 years old suffer from severe depression.
- 3.3% or about 290,000 children and young people have an anxiety disorder.
- 72% of children in care have behavioural or emotional problems - these are some of the most vulnerable people in our society.

Below, we have sign-posted information and guidance about the issues most commonly seen in school-aged children. The links will take you through to the most relevant page of the listed website. Some pages are aimed primarily at parents but they are listed here because we think they are useful for school staff too.

Support on all of these issues can be accessed via [Young Minds](http://www.youngminds.org.uk) (www.youngminds.org.uk), [Mind](http://www.mind.org.uk) (www.mind.org.uk) and (for e-learning opportunities) [Minded](http://www.minded.org.uk) (www.minded.org.uk).

Self-harm

Self-harm describes any behaviour where a young person causes harm to themselves in order to cope with thoughts, feelings or experiences they are not able to manage in any other way. It most frequently takes the form of cutting, burning or non-lethal overdoses in adolescents, while younger children and young people with special needs are more likely to pick or scratch at wounds, pull out their hair or bang or bruise themselves.

Online support

Self harm uk: www.selfharm.co.uk

National Self-Harm Network: www.nshn.co.uk

Books

Pooky Knightsmith (2015) *Self-Harm and Eating Disorders in Schools: A Guide to Whole School Support and Practical Strategies*. London: Jessica Kingsley Publishers

Keith Hawton and Karen Rodham (2006) *By Their Own Young Hand: Deliberate Self-harm and Suicidal Ideas in Adolescents*. London: Jessica Kingsley Publishers

Carol Fitzpatrick (2012) *A Short Introduction to Understanding and Supporting Children and Young People Who Self-Harm*. London: Jessica Kingsley Publishers

Depression

Ups and downs are a normal part of life for all of us, but for someone who is suffering from depression these ups and downs may be more extreme. Feelings of failure, hopelessness, numbness or sadness may invade their day-to-day life over an extended period of weeks or months, and have a significant impact on their behaviour and ability and motivation to engage in day-to-day activities.

Online support

Depression Alliance: www.depressionalliance.org/information/what-depression

Books

Christopher Dowrick and Susan Martin (2015) *Can I Tell you about Depression?: A guide for friends, family and professionals*. London: Jessica Kingsley Publishers

Michael Rosen *SAD: A touching book about what it's like to feel deeply sad*. Walker Books

Anxiety, panic attacks and phobias

Anxiety can take many forms in children and young people, and it is something that each of us experiences at low levels as part of normal life. When thoughts of anxiety, fear or panic are repeatedly present over several weeks or months and/or they are beginning to impact on a young person's ability to access or enjoy day-to-day life, intervention is needed.

Online support

Anxiety UK: www.anxietyuk.org.uk

No Panic: www.nopanic.org.u
Books

Lucy Willetts and Polly Waite (2014) *Can I Tell you about Anxiety?: A guide for friends, family and professionals*. London: Jessica Kingsley Publishers

Carol Fitzpatrick (2015) *A Short Introduction to Helping Young People Manage Anxiety*. London: Jessica Kingsley Publishers

Obsessions and compulsions

Obsessions describe intrusive thoughts or feelings that enter our minds which are disturbing or upsetting; compulsions are the behaviours we carry out in order to manage those thoughts or feelings. For example, a young person may be constantly worried that their house will burn down if they don't turn off all switches before leaving the house. They may respond to these thoughts by repeatedly checking switches, perhaps returning home several times to do so. Obsessive compulsive disorder (OCD) can take many forms – it is not just about cleaning and checking.

Online support

OCD UK: www.ocduk.org/ocd

Books

Amita Jassi and Sarah Hull (2013) *Can I Tell you about OCD?: A guide for friends, family and professionals*. London: Jessica Kingsley Publishers

Susan Connors (2011) *The Tourette Syndrome & OCD Checklist: A practical reference for parents and teachers*. San Francisco: Jossey-Bass

Suicidal feelings

Young people may experience complicated thoughts and feelings about wanting to end their own lives. Some young people never act on these feelings though they may openly discuss and explore them, while other young people die suddenly from suicide apparently out of the blue.

Online support

Prevention of young suicide UK – PAPYRUS: www.papyrus-uk.org

Samaritans: www.samaritans.org

Charlie Walker Memorial Trust: www.cwmt.org.uk

Survivors of Bereavement bt Suicide: www.uk-sobs.org.uk

Books

Keith Hawton and Karen Rodham (2006) *By Their Own Young Hand: Deliberate Self-harm and Suicidal Ideas in Adolescents*. London: Jessica Kingsley Publishers

Terri A.Erbacher, Jonathan B. Singer and Scott Poland (2015) *Suicide in Schools: A Practitioner's Guide to Multi-level Prevention, Assessment, Intervention, and Postvention*. New York: Routledge

Eating problems

Food, weight and shape may be used as a way of coping with, or communicating about, difficult thoughts, feelings and behaviours that a young person experiences day to day. Some young people develop eating disorders such as anorexia (where food intake is

restricted), binge eating disorder and bulimia nervosa (a cycle of bingeing and purging). Other young people, particularly those of primary or preschool age, may develop problematic behaviours around food including refusing to eat in certain situations or with certain people. This can be a way of communicating messages the child does not have the words to convey.

Online support

Beat – the eating disorders charity: www.b-eat.co.uk/about-eating-disorders
Eating Difficulties in Younger Children and when to worry: www.inourhands.com/eating-difficulties-in-younger-children
Anorexia and Bulimia Care (ABC): www.anorexiabulimiare.org.uk

Books

Bryan Lask and Lucy Watson (2014) *Can I tell you about Eating Disorders?: A Guide for Friends, Family and Professionals*. London: Jessica Kingsley Publishers
Pooky Knightsmith (2015) *Self-Harm and Eating Disorders in Schools: A Guide to Whole School Support and Practical Strategies*. London: Jessica Kingsley Publishers

Pooky Knightsmith (2012) *Eating Disorders Pocketbook*. Teachers' Pocketbooks

Jane Smith (2011) *The Parents Guide to Eating Disorders What Parents Need to Know*. Lion Hudson Publishers

Appendix B: Guidance and advice documents

[Mental health and behaviour in schools](#) - departmental advice for school staff. Department for Education (2014)

[Counselling in schools: a blueprint for the future](#) - departmental advice for school staff and counsellors. Department for Education (2015)

[Teacher Guidance: Preparing to teach about mental health and emotional wellbeing](#) (2015). PSHE Association. Funded by the Department for Education (2015)

[Keeping children safe in education](#) - statutory guidance for schools and colleges. Department for Education (2014)

[Supporting pupils at school with medical conditions](#) - statutory guidance for governing bodies of maintained schools and proprietors of academies in England. Department for Education (2014)

[Healthy child programme from 5 to 19 years old](#) is a recommended framework of universal and progressive services for children and young people to promote optimal health and wellbeing. Department of Health (2009)

[Future in mind – promoting, protecting and improving our children and young people’s mental health and wellbeing](#) - a report produced by the Children and Young People’s Mental Health and Wellbeing Taskforce to examine how to improve mental health services for children and young people. Department of Health (2015)

[NICE guidance on social and emotional wellbeing in primary education](#)

[NICE guidance on social and emotional wellbeing in secondary education](#)

[What works in promoting social and emotional wellbeing and responding to mental health problems in schools?](#) Advice for schools and framework document written by Professor Katherine Weare. National Children’s Bureau (2015)

Fraser/Gillick guidelines

Applying the Fraser and Gillick Principles to Safeguarding

A young person who is deemed Gillick competent has the right to have their views, wishes and decisions respected. However, safeguarding professionals need to balance the wishes of the child with a duty to keep them safe from harm. Where safeguarding issues are identified, professionals have to act in the best interests of the child, even when this is in conflict with the child’s wishes. Practitioners should also be aware that whilst a child might show maturity and understanding around one important area that requires their decision, they may not necessarily have the same understanding around another issue, depending on the complexity of the subject and decision they are faced with. Their capacity to understand may also be affected by other factors e.g. health, social or emotional issues.

<https://safeguardinghub.co.uk/gillick-competence-and-fraser-guidelines-guide-and-resources>

Appendix C: Data Sources

[Children and young people’s mental health and wellbeing profiling tool](#) collates and analyses a wide range of publically available data on risk, prevalence and detail (including cost data) on those services that support children with, or vulnerable to, mental illness. It enables benchmarking of data between areas

[ChiMat school health hub](#) provides access to resources relating to the commissioning and delivery of health services for school children and young people and its associated good practice, including the new service offer for school nursing

[Health behaviour of school age children](#) is an international cross-sectional study that takes place in 43 countries and is concerned with the determinants of young people’s health and wellbeing.

Appendix D: Sources or support at school and in the local community

School Based Support

Form time

ELSA

FEIPS
Assemblies
PSHE
Master Builders (Lego-based therapy)
Zones of Regulation
Wellbeing notice boards

Local Support

Hampshire/ New Forest

Solent Mind <https://www.solentmind.org.uk/>
NHS Hampshire Children and Adolescents Mental Health Service
<https://hampshirecamhs.nhs.uk/>
It's Your Choice <https://iyc.org.uk/>
Autism Hampshire <https://www.autismhampshire.org.uk/>
Families Matter <http://www.families-matter.org.uk/>
It's good to talk (local BACP Counsellors Directory) <https://www.bacp.co.uk/>
Relate <https://www.relate.org.uk/relationship-help/help-children-and-young-people>
School Nurses Teams www.southernhealth.nhs.uk/schoolnursing
Community First New Forest Young Carers Service
www.cfnf.org.uk/youngcarersproject.html
Support4SEND <https://www.hants.gov.uk/support4SEND>
Hampshire Family Information Directory
<https://fish.hants.gov.uk/kb5/hampshire/directory/home.page>
Compass Counselling Service
www.compasscounselling.co.uk
Cruse Bereavement Care (has local support) <https://www.cruse.org.uk/>

Dorset

NHS Dorset Core Childrens and Adolescents Mental Health Services
<https://camhsdorset.org/>
Dorset Mind Your Head <https://dorsetmindyourhead.co.uk/>
Autism Wessex <https://www.autismwessex.org.uk/>
It's good to talk (local BACP Counsellors Directory) <https://www.bacp.co.uk/>
Mosaic Family Support/ Child Bereavement Charity
<https://mosaicfamilysupport.org/>
Relate <https://www.relate.org.uk/relationship-help/help-children-and-young-people>
Cruse Bereavement Care (has local support) <https://www.cruse.org.uk/>
Chat Health Dorset
<https://www.publichealthdorset.org.uk/your-health/children-and-families/chat-health.aspx>
Action for Children <https://services.actionforchildren.org.uk/dorset-services/>

Appendix E: Talking to students when they make mental health disclosures

The advice below is from students themselves, in their own words, together with some additional ideas to help you in initial conversations with students when they disclose mental health concerns. This advice should be considered alongside relevant school

policies on pastoral care and child protection and discussed with relevant colleagues as appropriate.

Focus on listening

"She listened, and I mean REALLY listened. She didn't interrupt me or ask me to explain myself or anything, she just let me talk and talk and talk. I had been unsure about talking to anyone but I knew quite quickly that I'd chosen the right person to talk to and that it would be a turning point."

If a student has come to you, it's because they trust you and feel a need to share their difficulties with someone. Let them talk. Ask occasional open questions if you need to in order to encourage them to keep exploring their feelings and opening up to you. Just letting them pour out what they're thinking will make a huge difference and marks a huge first step in recovery. Up until now they may not have admitted even to themselves that there is a problem.

Don't talk too much

"Sometimes it's hard to explain what's going on in my head – it doesn't make a lot of sense and I've kind of gotten used to keeping myself to myself. But just 'cos I'm struggling to find the right words doesn't mean you should help me. Just keep quiet, I'll get there in the end."

The student should be talking at least three quarters of the time. If that's not the case, then you need to redress the balance. You are here to listen, not to talk. Sometimes the conversation may lapse into silence. Try not to give in to the urge to fill the gap, but rather wait until the student does so. This can often lead to them exploring their feelings more deeply. Of course, you should interject occasionally, perhaps with questions to the student to explore certain topics they've touched on more deeply, or to show that you understand and are supportive. Don't feel an urge to over-analyse the situation or try to offer answers. This all comes later. For now, your role is simply one of a supportive listener. So make sure you're listening!

Don't pretend to understand

"I think that all teachers got taught on some course somewhere to say 'I understand how that must feel' the moment you open up. YOU DON'T – don't even pretend to, it's not helpful, it's insulting."

The concept of a mental health difficulty such as an eating disorder or obsessive compulsive disorder (OCD) can seem completely alien if you've never experienced these difficulties first hand. You may find yourself wondering why on earth someone would do these things to themselves, but don't explore those feelings with the sufferer. Instead listen hard to what they're saying and encourage them to talk and you'll slowly start to understand what steps they might be ready to take in order to start making some changes.

Don't be afraid to make eye contact

"She was so disgusted by what I told her that she couldn't bear to look at me."

It's important to try to maintain a natural level of eye contact (even if you have to think very hard about doing so and it doesn't feel natural to you at all). If you make too much eye contact, the student may interpret this as you staring at them. They may think that you are horrified about what they are saying or think they are a 'freak'. On the other hand, if you don't make eye contact at all then a student may interpret this as you being disgusted by them – to the extent that you can't bring yourself to look at them. Making an effort to maintain natural eye contact will convey a very positive message to the student.

Offer support

"I was worried how she'd react, but my Mum just listened then said 'How can I support you?' – no one had asked me that before and it made me realise that she cared. Between us we thought of some really practical things she could do to help me stop self-harming."

Never leave this kind of conversation without agreeing next steps. These will be informed by your conversations with appropriate colleagues and the schools' policies on such issues. Whatever happens, you should have some form of next steps to carry out after the conversation because this will help the student to realise that you're working with them to move things forward.

Acknowledge how hard it is to discuss these issues

"Talking about my bingeing for the first time was the hardest thing I ever did. When I was done talking, my teacher looked me in the eye and said 'That must have been really tough' – he was right, it was, but it meant so much that he realised what a big deal it was for me."

It can take a young person weeks or even months to admit they have a problem to themselves, let alone share that with anyone else. If a student chooses to confide in you, you should feel proud and privileged that they have such a high level of trust in you. Acknowledging both how brave they have been, and how glad you are they chose to speak to you, conveys positive messages of support to the student.

Don't assume that an apparently negative response is actually a negative response

"The anorexic voice in my head was telling me to push help away so I was saying no. But there was a tiny part of me that wanted to get better. I just couldn't say it out loud or else I'd have to punish myself."

Despite the fact that a student has confided in you, and may even have expressed a desire to get on top of their illness, that doesn't mean they'll readily accept help. The illness may ensure they resist any form of help for as long as they possibly can. Don't be offended or upset if your offers of help are met with anger, indifference or insolence, it's the illness talking, not the student.

Never break your promises

"Whatever you say you'll do you have to do or else the trust we've built in you will be smashed to smithereens. And never lie. Just be honest. If you're going to tell someone just be upfront about it, we can handle that, what we can't handle is having our trust broken."

Above all else, a student wants to know they can trust you. That means if they want you to keep their issues confidential and you can't then you must be honest. Explain that, whilst you can't keep it a secret, you can ensure that it is handled within the school's policy of confidentiality and that only those who need to know about it in order to help will know about the situation. You can also be honest about the fact you don't have all the answers or aren't exactly sure what will happen next. Consider yourself the student's ally rather than their saviour and think about which next steps you can take together, always ensuring you follow relevant policies and consult appropriate colleagues.

Appendix F: What makes a good CAMHS referral?

If the referral is urgent it should be initiated by phone so that CAMHS can advise of best next steps

Before making the referral, have a clear outcome in mind, what do you want CAMHS to do? You might be looking for advice, strategies, support or a diagnosis for instance.

You must also be able to provide evidence to CAMHS about what intervention and support has been offered to the pupil by the school and the impact of this. CAMHS will always ask 'What have you tried?' so be prepared to supply relevant evidence, reports and records.

General considerations

- Have you met with the parent(s)/carer(s) and the referred child/children?
- Has the referral to CAMHS been discussed with a parent / carer and the referred pupil?
- Has the pupil given consent for the referral?
- Has a parent / carer given consent for the referral?
- What are the parent/carers and pupil's attitudes to the referral?

Basic information

- Is there a child protection plan in place?
- Is the child looked after?
- Name and date of birth of referred child/children
- Address and telephone number
- Who has parental responsibility?

- Surnames if different to child's
- GP details
- What is the ethnicity of the pupil /family?
- Will an interpreter be needed?
- Are there other agencies involved?

Reason for referral

- What are the specific difficulties that you want CAMHS to address?
- How long has this been a problem and why is the family seeking help now?
- Is the problem situation-specific or more generalised?
- Your understanding of the problem/issues involved.

INVOLVEMENT WITH CAMHS		DURATION OF DIFFICULTIES	
<input type="checkbox"/>	Current CAMHS involvement – END OF SCREEN*	<input type="checkbox"/>	1-2 weeks
<input type="checkbox"/>	Previous history of CAMHS involvement	<input type="checkbox"/>	Less than a month
<input type="checkbox"/>	Previous history of medication for mental health issues	<input type="checkbox"/>	1-3 months
<input type="checkbox"/>	Any current medication for mental health issues	<input type="checkbox"/>	More than 3 months
<input type="checkbox"/>	Developmental issues e.g. ADHD, ASD, LD	<input type="checkbox"/>	More than 6 months

* Ask for consent to telephone CAMHS clinic for discussion with clinician involved in young person's care

Tick the appropriate boxes to obtain a score for the young person's mental health needs.

MENTAL HEALTH SYMPTOMS	
<input type="checkbox"/>	1 Panic attacks (overwhelming fear, heart pounding, breathing fast etc.)
<input type="checkbox"/>	1 Mood disturbance (low mood – sad, apathetic; high mood – exaggerated / unrealistic elation)
<input type="checkbox"/>	2 Depressive symptoms (e.g. tearful, irritable, sad)
<input type="checkbox"/>	1 Sleep disturbance (difficulty getting to sleep or staying asleep)
<input type="checkbox"/>	1 Eating issues (change in weight / eating habits, negative body image, purging or binging)
<input type="checkbox"/>	1 Difficulties following traumatic experiences (e.g. flashbacks, powerful memories, avoidance)
<input type="checkbox"/>	2 Psychotic symptoms (hearing and / or appearing to respond to voices, overly suspicious)
<input type="checkbox"/>	2 Delusional thoughts (grandiose thoughts, thinking they are someone else)
<input type="checkbox"/>	1 Hyperactivity (levels of overactivity & impulsivity above what would be expected; in all settings)
<input type="checkbox"/>	2 Obsessive thoughts and/or compulsive behaviours (e.g. hand-washing, cleaning, checking)

Impact of above symptoms on functioning - circle the relevant score and add to the total

<input type="checkbox"/>	Little or none	Score = 0	<input type="checkbox"/>	Som e	Score = 1	<input type="checkbox"/>	Moderat e	Score = 2	<input type="checkbox"/>	Severe	Score = 3
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HARMING BEHAVIOURS	
<input type="checkbox"/>	1 History of self harm (cutting, burning etc)
<input type="checkbox"/>	1 History of thoughts about suicide
<input type="checkbox"/>	2 History of suicidal attempts (e.g. deep cuts to wrists, overdose, attempting to hang self)
<input type="checkbox"/>	2 Current self harm behaviours
<input type="checkbox"/>	2 Anger outbursts or aggressive behaviour towards children or adults
<input type="checkbox"/>	5 Verbalised suicidal thoughts* (e.g. talking about wanting to kill self / how they might do this)
<input type="checkbox"/>	5 Thoughts of harming others* or actual harming / violent behaviours towards others

*** If yes - call CAMHS team to discuss an urgent referral and immediate risk management strategies**

Social setting - for these situations you may also need to inform other agencies (e.g. Child Protection)			
<input type="checkbox"/>	Family mental health issues	<input type="checkbox"/>	Physical health issues
<input type="checkbox"/>	History of bereavement/loss/trauma	<input type="checkbox"/>	Identified drug / alcohol use
<input type="checkbox"/>	Problems in family relationships	<input type="checkbox"/>	Living in care
<input type="checkbox"/>	Problems with peer relationships	<input type="checkbox"/>	Involved in criminal activity
<input type="checkbox"/>	Not attending/functioning in school	<input type="checkbox"/>	History of social services involvement
<input type="checkbox"/>	Excluded from school (FTE, permanent)	<input type="checkbox"/>	Current Child Protection concerns

How many social setting boxes have you ticked? Circle the relevant score and add to the total

0 or 1	Score = 0	2 or 3	Score = 1	4 or 5	Score = 2	6 or more	Score = 3
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Add up all the scores for the young person and enter into Scoring table:

Score 0-4	Score 5-7	Score 8+
Give information/advice to the young person	Seek advice about the young person from CAMHS Primary Mental Health Team	Refer to CAMHS clinic

***** If the young person does not consent to you making a referral, you can speak to the appropriate CAMHS service anonymously for advice *****