



THE MENTAL HEALTH AND WELLBEING TOOLKIT

Helping schools and colleges have a mentally friendly ethos for staff and pupils

GUIDANCE

Mental Health Awareness
PROGRAMME

the **root**
of it

The Mental Health and Wellbeing Toolkit

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INTRODUCTION

Welcome to the Mental Health and Wellbeing Toolkit.

We all experience mental health problems at some time in our lives, it is a combination of the support networks and environment we are in that determine whether these become a mental health difficulty.

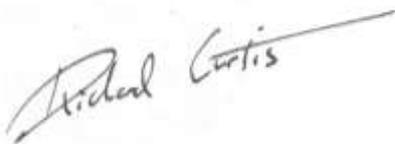
The mental health needs of both our pupils and also our staff cause us to need to think differently about the way we lead educational settings. Whilst we can rely on our staff team to deliver interventions or signpost people experiencing difficulties to support services, this can only be achieved in the right environment.

Setting the right ethos and values is an integral part of the school leader's responsibilities in providing the atmosphere to protect people's wellbeing. With the many challenges facing the school leader in the 21st Century, mental health difficulties are the one least likely to go away.

Putting in place proactive wellbeing activities for both our staff and pupils help to ground those around us, supporting people to be more resilient when those mental health problems occur. Breaking the stigma around experiencing mental health problems is another important aspect of this culture, we need to be seen to experience those difficulties ourselves and not be judgemental when others experience those difficulties.

We have therefore made the decision to put together a few of the resources from the *National Educational Leaders in Mental Health* for headteachers, senior leaders in schools and colleges and local authority staff into a toolkit to start you on your journey. Remember though, it is not about having a policy in place, with culture it is more about the actions you take.

I would be honoured to welcome you onto the National Leaders Programme one day, thank you for the work you do every single day to support others.



"We are not trying to make mental health professionals; we aim to make people more professional in mental health"



ABOUT THE NATIONAL EDUCATIONAL LEADERS IN MENTAL HEALTH PROGRAMME

There are a number of training options available for mental health awareness and first aid in different workplaces. However, these need to be delivered in the right supportive environment.

Realising a need for training on the culture, ethos and values for senior staff in organisations, The Root Of It developed national programmes for headteachers, local authority staff working with schools, designated governors, university leaders and recently announced a general workplace suite.

The Programmes are designed to help establishments meet the requirements of:

- Department for Education,
- Department for Health,
- Public Health England,
- OfSTED.

The designated governor version of the Programme consists of 1 day training, or six monthly online sessions. More details can be found at

www.mentalhealthawarenessprogramme.com/designated-governor-training/.

The Programme for Heads, Principals, senior leaders and local authority staff takes place over a year (4 days or 12 monthly online sessions) and helps participants reflect on their leadership approach whilst exploring topics like unconscious bias, attitudes and beliefs, mental health of staff, strategic partnerships, or managing the mental health lead role.

More details can be found at www.mentalhealthawarenessprogramme.com/national-educational-leaders-in-mental-health/.

ABOUT THE TOOLKIT

This Toolkit contains resources to help an education leader identify the journey they need to go on in their setting. These are just a few of the resources used throughout the Programme to help identify a baseline, plan, implement and assess the impact of their journey towards a mental health and wellbeing friendly environment.

The full toolkit is accessed through the Programme website at www.mentalhealthawarenessprogramme.com.

ABOUT THE RESOURCES

SOCIAL, EMOTIONAL AND MENTAL HEALTH AUDIT

Based on Department for Education and Public Health England strategies, this self-audit consists of items sorted into three areas: Staff and Culture, Practice & Impact.

This results in scores for the following areas:

- Leadership and management (LM)
- Curriculum, teaching and learning (CTL)
- Student voice (SV)
- Staff development (SD)
- Identifying needs and monitoring impact (NMI)
- Working with parents/carers (PC)
- Targeted support (TS)
- Ethos and environment (EE)

This enables an educational setting to identify how well they are performing in each requirement:

- Not yet in place
- Developing
- Established
- Well established

Settings are advised to attend the Mental Health Awareness Programme if two or more of these areas are below acceptable levels. We do not recommend addressing these deficits without appropriate professional guidance.

SOCIAL, EMOTIONAL AND MENTAL HEALTH ACTION PLAN

A format for writing up your action plan following the self-audit. Leaders are advised to look at those areas where responses are less than adequate and develop actions to address those needs, including training and resources as appropriate.

DESIGNATED MENTAL HEALTH LEAD ROLE DESCRIPTION

A sample role description based on the latest Department for Education vision of this role and also the descriptors used for the training. Suitable for both schools and colleges.

MODEL MENTAL HEALTH AND WELL-BEING POLICY

A model policy for adaption for your context and situation. Includes sections on:

- Ethos,
- The role of the Mental Health Lead,
- Staff,
- Pupils,
- Raising Concerns,
- Quality of Resources,
- Training,
- Links to other Services,
- Feedback.

MENTAL HEALTH RESOURCE QUALITY ASSESSMENT

The MHRQA is a free tool designed to help assess the quality of mental health and wellbeing resources. It can be used to assess provision, training, books, toolkits, consultancy, services and other resources.

Eight questions are scored from 0 to 3, giving a total score. This should help the completer whether the resource:

- Could cause harm
- Not suitable
- Limitations
- Suitable with caution
- Suitable

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It is important that this assessment be completed in the context of the use of the resource. For example, a service for one child may not be suitable and score lower than it would for a young person it is suitable for.

MENTAL WELLBEING ASSESSMENT

These anonymous tools is designed to give school leaders an indicative indication of staff wellbeing levels in both teaching and non-teaching staff. Ideal for use as a before and after, or a monitoring measure, the tools give scores in the following areas:

- Growth,
- Community and Ethos,
- Support Network,
- Workload,
- Wellbeing and health,
- Safety,
- Efficacy.

NATIONAL EDUCATIONAL LEADERS IN MENTAL HEALTH PROGRAMME PRE-READING

Included in the Toolkit is the background reading for the Programme for Heads, senior leaders and local authority staff.

A part of what we try to achieve when talking about culture and ethos with school leaders is about making informed choices. A leader in the modern world does not use a fixed leadership style, they bend and adapt according to the needs of their organisation and the situation.

A key part of the Programme is in helping leaders see beyond the style, values and actions they want to take and view the strategic decisions they need to make for their organisation and the people within.

This pre-reading forms the foundations of those conversations as it covers the various leadership styles and change processes they are likely to need as they go on their journey.

SUPERVISION

Supervision is a non-judgemental discussion with a trained professional independent of someone's line management to talk about their workload and wellbeing.

It is designed to:

- support better outcomes for the people they are supporting;
- increase resilience;
- increase confidence;
- reduce stress;
- provide opportunities to reflect on situations causing or at risk of causing emotional distress;
- problem-solve;
- reduce burnout;
- become better at their roles.

There is an increasing expectation on educational settings to risk assess roles and provide supervision for their staff as part of their duty of care.

If required, schools and colleges can access online supervision for front-line and leadership roles via www.rootofit.com.

ABOUT THE ROOT OF IT

The Root Of It was founded in April 2013 to help people get to the root of social, emotional or mental health difficulties. They deliver training on topics around unconscious bias, mental health and mentoring. Winners of multiple awards, the team have been involved in providing support in high-profile situations, such as the closure of The Kids Company, or the Syrian Refugee Crisis. The Root Of It are also hosts for the National Special Educational Needs and Disability Awards, celebrating high quality support in education, in addition to the Mental Health and Wellbeing Awards. For more information, please visit www.rootofit.com.