Mental Health and Wellbeing

Valid From	Review Date	Approved By
01.11.2026	01.11.2027	Matt Ford & Shahed Koyes

Active Support Education Centre is a registered independent school supporting learners aged between 11 and 16 years old in Luton and Bedfordshire. We are committed to making it our mission to promote resilience and positive wellbeing for all our pupils and staff. We understand Wellbeing as state of being comfortable, healthy and happy. We will drive the message forward, to ensure that mental health is 'everyone's business' across the whole school community.

We will strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We will put Wellbeing at the heart of our school to ensure successful learning and commit to our policies reflecting this.

1. Aims

Active Support Education Centre will ensure that the Senior Leadership team and staff are equipped with the skills to identify and assist those with mental ill health by:

- Raising awareness of mental and physical well-being across the school.
- Creating a culture that supports the well-being of all employees.
- Offering help, support and guidance to those with a mental health issue.
- Assisting those returning to work after a period of mental ill health.

2. Objectives

2.1 To create a supportive workplace culture, that promotes and supports the health and wellbeing of all staff and encourages and supports staff to take regular physical exercise and to make healthy eating choices.

2.2 To tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff.

2.3 To support those coming back to work by making any necessary adjustments to the role and/or environment, establishing agreed recruitment practices and retaining and supporting staff who may develop mental ill health.

3. Policy actions

- Give employees information on mental health issues to help raise awareness.
- Deliver non-judgemental support to any staff member experiencing a mental health issue.
- Provide clear job descriptions, objectives and responsibilities.
- Provide supervision to all staff and have an open-door policy to maintain good communications.
- Deliver a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play.
- Provide ways for staff to support their own mental wellbeing, for example through stress-buster activities and social events.
- Set realistic targets through negotiation and discussion, follow up and monitor progress.

- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment or racism.
- Provide the training to do their job well.
- Ensure good communication between managers, staff and teams.

4. Support and Guidance

- Inform staff of the Wellbeing Team at point of induction to help them identify who to contact for support.
- Ensure staff members with mental health issues are treated fairly and without judgement. Encourage staff to talk to appropriate staff, HR, counsellors and GP.
- If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage.
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent and set out in our GDPR/Data protection policy.
- To provide time before and after school for support and de-briefing, to talk about the day and any issues.
- To support staff with time off for emotional or personal problems if needed.
- External supervision for therapists working with the most challenging pupils.
- Appoint a Mental Health Lead as part of the Senior Leadership team.

5. Physical Activity

To raise awareness of the importance of physical activity for managing stress and maintaining mental wellbeing by:

- Providing courses and talks on the ways that physical activity can help staff manage stress and back pain, as well as improving mental alertness and concentration.
- Recognising that workplace stress is a health and safety issue.
- Mapping out walking trails or routes in the local area and publicising them across the business.
- Providing access for all staff to use the gym provided by Active Support.

6. Healthy eating

To raise awareness of the importance of healthy eating for both physical and mental well-being by:

- Providing information and resources on how healthy eating can contribute to mental health. For example, increasing levels of concentration and the ability to cope with everyday stresses.
- Encouraging and supporting staff in making healthier eating choices.
- Creating a yearly healthy eating week, with activities and event.
- Providing easy access to cold water in all staff areas and meeting rooms.
- Ensuring the catering team offers healthy menu options.

7. Communication

All employees will be made aware of the workplace mental health and wellbeing policy and the resources that are available to them. The workplace mental health and wellbeing policy will be included in the policies tab on the staff server and included in staff inductions.

The policy's effectiveness will be measured through:

- Feedback from staff through monitoring and reviews.
- Staff sickness records and absenteeism.
- Complaints and referrals.

8. Monitoring, Review and Evaluation

All staff will be made aware of their own responsibilities in implementing this policy, including raising any issues or concerns and seeking help from a line manager or HR if they have any mental health issues or concerns.

This policy will be reviewed annually by the Co-Headteachers.