

UTC Swindon Staff Mental Health Procedure

Our Procedure

Good staff wellbeing is essential for cultivating a mentally healthy school, for retaining and motivating staff and for promoting pupil wellbeing and attainment. At UTC Swindon we are committed to supporting the mental health and wellbeing of all professionals. We endeavour to create an open and welcoming environment where every person has a voice and feels supported.

As education staff juggle a multitude of different tasks and demands, it is important that everyone is given the right emotional and practical support so that they can, in turn, support the people around them (other professionals/students). In addition to having a positive impact on colleagues and pupils, staff wellbeing can improve performance and job satisfaction, which can lead to reduced staff turnover. It can also help to reduce absence (both short and long term), increase productivity and promote staff engagement.

Our mental health aims at UTC Swindon are:

- Creating a sense of belonging to the school
- Making staff recognition and praise a part of the school's culture
- Teacher appraisal that is encouraging and that concentrates on the 'praise' aspect.
- Professionals to feel valued for who they are and the work they do
- Providing opportunities to help staff speak about their wellbeing
- Ensuring staff are aware of mental health issues and their signs and symptoms.
- Ensuring staff are aware of appropriate services

Key Staff Members

All members of staff at UTC Swindon have a responsibility to promote the mental health of others (professionals and students). However certain staff members have a specific role in the process; these are:

- Mental Health Lead and ELSA: Kay Hunt
- Designated Safeguarding Lead and Head of KS4: Leonie Marvell
- Deputy Safeguarding Leads: Hollie Taylor and Steve Phillips
- Pastoral team: Kay Hunt, Louise Stratford, and Leonie Marvell.
- SENCO: Jayne Rafferty
- Head of KS5: Sarah Crookes
- School Nurse: Gemma Johnston
- First Aiders: Helen Curtis, Leonie Marvell, Steve Phillips, Hollie Taylor Sarah Crookes, and Byron Calderwood

Signposting

At UTC Swindon we like to ensure that all staff are aware of the support that is available to for mental health. At UTC Swindon we understand that mental health issues do not disperse out of school hours therefore you do have access to mental health support out of college hours.

- **Health Assured**

Call 0800 0280199 or access the website to fill in the form.

<https://www.healthassured.org/>

- **Lift Psychology**

contact the team on [01793 836836](tel:01793836836) or awp.swindontalkingtherapies@nhs.net to book an appointment

Identifying Needs and Warning Signs

Below is a list of signs that could indicate mental health concerns, recognisable in yourself, colleagues, and students.

- Feeling anxious or worried
- Feeling depressed or unhappy
- Emotional Outbursts
- Sleep problems
- Being quieter or more withdrawn than normal
- Substance misuse
- Feeling guilty or worthless
- Suicidal thoughts / thoughts of harm
- Having no motivation or interest in things
- Being irritable
- Avoiding contact with friends or family

Physical Symptoms

- Weight or appetite changes
- Feeling tired and having disturbed sleep
- Lack of energy
- Unexplained aches or pains
- Moving/speaking slower than usual

Managing Disclosures and Confidentiality

If an adult discloses concerns about themselves or someone else, to any member of staff, staff will respond in a calm and non-judgemental way.

All disclosures will be recorded confidentially and only shared with the appropriate authorities if necessary to keep the individual safe, in line with the safeguarding policy.

Supporting Professionals

At UTC Swindon we understand that, when a member of staff is suffering from mental health issues, it can be a difficult time for them. We will provide support in a one-to-one or group setting dependent on individual cases.

Training

At UTC Swindon all staff receives regular training on mental health so that they can recognise and respond to mental health issues. This will form part of their regular safeguarding training.

Policy Review

This policy will be reviewed every academic year. This is so that it remains up to date and relevant. We will also regularly review it in accordance with local and national policy change.

Last Updated: 14th February 2025