



POLICY / PROCEDURE

Document Title	Mental Health and Wellbeing Support
Version	1.0
Equality Impact Assessment Status	
Approved by	SMT
Date approved	April 2017
Effective date	April 2017
Date of next review	April 2019
Lead responsibility	Curriculum Manager - FLS

1. Purpose

- 1.1. The purpose of this policy is to ensure effective support is provided to learners and employees of Derwentside College who have a mental health related support need. It's purpose is also to ensure the college continues to recognise and promote opportunities which positively impact on the wellbeing of students and staff.

2. Scope

- 2.1. This policy is relevant to all learners of Derwentside College, including Apprentices and its staff.

3. Policy / Principles

3.1. Policy Statement

- 3.1.1. Derwentside College aims to promote support for mental health and wellbeing in the following ways:

- Raising awareness and developing understanding of Mental Health Support Strategies amongst all staff
- Improving the support available to learners relating to Mental Health and Wellbeing
- Improve and update the support mechanisms available to staff who require mental health and wellbeing support
- Continue to develop and grow working relationships with external supportive agencies
- Ensure partners / subcontractors and employers are actively supporting learners with mental health and wellbeing needs.

3.2. General Principles

- 3.2.1. It is recognised that the need for mental health support has increased throughout the UK in recent years.

- 3.2.2. It is important to ensure all learners have the capacity to achieve at the highest level on their chosen course. The college is committed to ensuring that support techniques will be implemented as part of the ALS process for those learners who are struggling with a mental health related difficulty, as a barrier to their learning.

- 3.2.3. To ensure staff are equipped to provide support for learners, Derwentside College will strive to:

- Provide a yearly mandatory update training package to all staff
- Identify key members of staff who can become mental health and wellbeing "champions" and provide detailed training as appropriate
- Provide appropriate training to key members of staff including first aiders and curriculum managers.

- 3.2.4. To improve support for learners, Derwentside College will strive to:

- Increase the access to support for the most vulnerable learners by developing a priority scale
- Embed awareness raising sessions relating to mental health within the tutorial planner
- Promote the work of appropriate external agencies including REMPLOY to apprentices

- Improve the communication throughout the college to inform learners of the range of support available
- Provide a more enhanced enrichment offer to encourage learners to become more active and healthy

3.2.5 It is important to recognise that staff of Derwentside College, may also require support for their own mental health and wellbeing. The following support will be available for staff:

- Promotion of the use of Occupational Health as a positive support mechanism
- Opportunities to become more active and healthy through, for example, the promotion of mindfulness and YOGA sessions
- Access to wellbeing sessions during CPD days
- The opportunity to discuss wellbeing as a mandatory part of the Appraisal process to promote positive work-life balance

4. Procedure

- Learning Mentor and Support staff within Derwentside College will be provided with relevant training to ensure they are equipped to support learners with a range of mental health conditions.
- All teaching and assessing staff will be provided with relevant training to ensure they understand the range of strategies available to recognise and support learners suffering with mental health conditions and how best to deploy them.
- All other college staff will be provided with specialist awareness training to ensure they are able to recognise the signs and symptoms of mental health conditions.
- All learners will be provided with specialist awareness training and support as part of their induction and tutorial/pastoral support programme.

5. Relevant Legislation / Regulation

5.1. The following legislation and regulations apply to this policy / procedure:

- The Education Act 2002
- The Further Education (Providers of Education) (England) (Regulations) 2006
- Disability Discrimination Act 2005
- Mental Health Act 2007

6. Related Documents

6.1. The following related documents are relevant to this policy / procedure:

- ALS Policy
- Teaching and Learning Policy

7. Accountability

- 7.1. The Curriculum Manager for Foundation Learning and Learner Support is responsible for the drafting and implementation of this policy.
- 7.2. He or she is also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about this policy or making enquiries about its interpretation.
- 7.3. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

8. Equality & Diversity

- 8.1. The College has paid due regard to equality considerations during the preparation and implementation of this Policy.
- 8.2. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.
- 8.3. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.
- 8.4. The operation of this Policy will be monitored by the Personnel Manager in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

9. Review

- 9.1. This document will be reviewed by March 2019.
- 9.2. The Vice Principal for Curriculum and Quality will undertake this review, taking into account the outcomes of the monitoring process, legislative changes and developments in good practice.
- 9.3. As part of the review, the Vice Principal for Curriculum and Quality will seek and consider the views of the College's employees and of the recognised trade unions.
- 9.4. The outcome of the review will be reported to the Senior Management Team.

10. Document Identification

Category [select ONE only]	<input type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input type="checkbox"/> MIS <input type="checkbox"/> Admissions <input checked="" type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
Audience [select ALL that apply]	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers