









Award Action Plan (School Led) - WAS, Version: 20/03/2019 14:47pm

Westmoor Primary School

Objective 1


The school is committed to promoting and protecting emotional wellbeing and mental health by achieving the Wellbeing Award for Schools.






Key Performance Indicator	RAG Rating	Action Plan			
1.1 The award process is reviewed by the SLT and governors and formally adopted.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Presented to and agreed by Governors on 08.11.18			
1.2 A statement of commitment is signed and stored in the portfolio of evidence.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Statement of Commitment is signed by CT and ST	CR to sign, then statement to be uploaded to portfolio of evidence	CT	25/01/19
1.3 A change team is nominated and appointed.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
1.4 The School Self-Evaluation Form is completed.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
1.5 The Stakeholder Evaluation Forms are sent out and the results analysed.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Have all results	Analysis to take place	CT/CM	14/02/19

1.6 The Action Plan is prepared and approved by the SLT.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Action plan complete.	Show to SLT/governors for approval.	CT/CM	26/02/19
1.7 The whole-school community and other partners are informed about the award.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		All have received evaluation.	Put information on newsletter and website	CM/CT	05/04/19
1.8 EVALUATION: The Action Plan is regularly monitored, progress is evaluated and the findings shared and acted upon.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		CM/CT to meet every Thursday.	Change team to meet every 4 weeks. Display board/letter to parents Action plan to be shared with governors/SLT Respond to stakeholders with results following questionnaire.	CT/CM	31/05/19


Objective 2

The school has a clear vision and strategy for promoting and protecting emotional wellbeing and mental health, which is communicated to all involved with the school.

Key Performance Indicator	RAG Rating	Action Plan			
2.1 A vision statement is in place that puts emotional wellbeing and mental health at the heart of the school's aspirations.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?

2.2 The school has reviewed its provision and understands how it currently supports emotional wellbeing and mental health, and where strengths, gaps or weaknesses in provision exist.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Evaluations completed from all stakeholders. North Tyneside Mental Health and Wellbeing Audit.	Follow up on key actions.		31/05/19
2.3 All relevant school policies (bullying, safeguarding etc.) have been audited to ensure they connect with the school's work on emotional wellbeing and mental health.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Need to monitor.	Print off policies for updating.	ST	05/04/19
2.4 The school has reviewed and understands all the relevant risk factors that can impact on emotional wellbeing and mental health in pupils.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		CT and CM completed Mental Health First Aid course.	Staff meeting - training day 23.4.19	CT/CM	30/04/19
2.5 A strategy for emotional wellbeing and mental health, which takes into account all reviews and audits and addresses any gaps in provision, is approved and in place.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Action plan completed.	Action plan outlining strategy pending approval.	CT/CM	22/03/19
2.6 The strategy and vision statement are communicated to the whole-school community.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?




Vision statement complete and shared around the school.	Ensure vision statement is on website/Seesaw/newsletter	ST	30/04/19
---	---	----	----------

2.7 EVALUATION: The SLT has identified a clear set of outcomes for measuring the impact of the strategy and progress towards them is monitored and appropriate follow-up action is taken.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		<p>Outcomes identified.</p> <p>1 - Stakeholders are well informed of what support is available and how to access it.</p> <p>2 - Whole school understanding of the importance of positive emotional wellbeing and how to achieve it.</p> <p>3 - Create a positive and open dialogue for the whole school community around emotional wellbeing.</p>	<p>Measure stakeholders views -</p> <p>Staff - performance management/staff meetings/training</p> <p>Parents - sample group questionnaire</p> <p>Children - pupil voice</p> <p>Continue to have regular meetings to monitor.</p>	CT/CM	30/04/19


Objective 3

The school has a positive culture which regards emotional wellbeing and mental health as the responsibility of all.

Key Performance Indicator	RAG Rating	Action Plan
---------------------------	------------	-------------


3.1 The school takes steps to create an awareness across the whole school community of the importance of emotional wellbeing and mental health, including its impact on academic performance.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		<p>Whole school assemblies by staff and Samaritans.</p> <p>Samaritans workshops for Yr 5 and 6.</p> <p>WAS evaluation with all stakeholders.</p> <p>PSHCE curriculum</p> <p>Health and Wellbeing services for staff displayed in appropriate areas.</p>	<p>5 Steps to Mental Wellbeing - School council to make suitable for children.</p> <p>Parent/Carers section on website.</p> <p>Childrens' section on website including the impact on academic performance.</p>	CT/CM/RC/JW	05/04/19
3.2 The whole-school community has contributed to the vision and strategy for emotional wellbeing and mental health.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Analysed stakeholders' questionnaire responses.			26/04/19
3.3 The whole-school community understands their role in promoting and protecting emotional wellbeing and mental health.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?

<p>Samaritan assemblies/workshops.</p> <p>Change team appointed.</p>	<p>Staff training and appointment of wellbeing champion.</p> <p>Further assemblies for children - launch of 5 ways to emotional wellbeing and ongoing work with school council, appointment of wellbeing champions, NSPCC assemblies/workshops,</p> <p>Display board.</p>	<p>CT/CM</p>	<p>31/05/19</p>
--	---	--------------	-----------------

<p>3.4 An accountability framework clearly sets out who is responsible for emotional wellbeing and mental health within the school leadership.</p>		<p>Current status</p>	<p>Action to be taken</p>	<p>Who will deliver and monitor action?</p>	<p>When will action be taken?</p>
			<p>Framework to be completed to show responsibilities.</p>	<p>CM/CT</p>	<p>31/03/19</p>

<p>3.5 The school works to implement positive ways of talking about, and removing the stigma around, mental health.</p>		<p>Current status</p>	<p>Action to be taken</p>	<p>Who will deliver and monitor action?</p>	<p>When will action be taken?</p>
---	---	-----------------------	---------------------------	---	-----------------------------------

<p>Whole school assemblies by staff and Samaritans.</p> <p>World Mental Health Day.</p> <p>Samaritans workshops for Yr 5 and 6.</p> <p>WAS evaluation with all stakeholders.</p> <p>PSHCE curriculum</p> <p>Health and Wellbeing services for staff displayed in appropriate areas.</p> <p>Kooth app for Yr5 and 6.</p>	<p>Create a weekly afternoon 'emotionally healthy' drop in centre for children.</p> <p>'Reflection Box' for children who do not want to talk face to face.</p> <p>Wellbeing champions.</p> <p>Launch of 5 ways to emotional wellbeing.</p> <p>NSPCC assemblies/workshops.</p> <p>Revisit Kooth app.</p> <p>School council to write childrens' wellbeing policy and share across school.</p>	CT/CM	05/04/19
---	---	-------	----------


<p>3.6 EVALUATION: The school evaluates the extent to which the whole-school community feels comfortable talking about, and taking responsibility for, emotional wellbeing and mental health within the school, and appropriate follow-up action is taken.</p>		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		<p>All stakeholder questionnaires analysed.</p>	<p>Ongoing questionnaires/surveys for sample of parents/staff</p> <p>Use of reflection box to discover pupil responses to the strategy.</p>	CT/CM	31/05/19


Objective 4

The school actively promotes staff emotional wellbeing and mental health.

Key Performance Indicator	RAG Rating	Action Plan			
4.1 Staff emotional wellbeing and mental health is specifically included in the strategy.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
			Wellbeing champions. Staff rewards. Training to deal with own stresses and anxieties. Include in performance management.		26/04/19
4.2 A budget is in place and resources allocated for staff emotional wellbeing and mental health.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Access to funding where appropriate. Health and Wellbeing Service - SAS paid for by school.	Reward system for staff to be established.	ST	05/04/19
4.3 Stress management, positive wellbeing interventions and reward systems are in place for staff.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?

Health and Wellbeing Service - SAS paid for by school.	Staff training - Stress management Proposed reward system for time owed/effort to be agreed upon by governors.	ST/CT/CM	31/05/19
--	---	----------	----------




4.4 The staff appraisal system, alongside ongoing supervision, ensures emotional wellbeing and mental health is recognised and monitored.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Not currently part of performance management.	Performance management to include workload, work/life balance, stress management, colleague relationships etc.	All performance managers	31/05/19



4.5 EVALUATION: Feedback is gathered from staff about the quality of support in place for their emotional wellbeing and mental health, and appropriate follow-up action is taken.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Questionnaire completed and analysed.	Staff training. Staff rewards. Staff wellbeing policy.	CT/CM	31/05/19

Objective 5

The school prioritises professional learning and staff development on emotional wellbeing and mental health.


Key Performance Indicator	RAG Rating	Action Plan
---------------------------	------------	-------------


5.1 Professional learning and staff development forms part of the strategy, including consideration of resource allocation.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Training ongoing.	Further opportunities in staff training have been identified following the staff questionnaire.	CT/CM	31/05/19
5.2 The school is aware of current confidence and capacity among staff in promoting emotional wellbeing and mental health, and training needs are identified.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Further opportunities in staff training have been identified following the staff questionnaire.	Training to be completed.	CT/CM	31/05/19
5.3 The school has a targeted short-term and long-term CPD programme in place that includes emotional wellbeing and mental health, with training opportunities offered.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		CPD: Mental Health First Aid December 18 Supporting students with mental health May 19 Strategies to support ASD pupils Nov 18 Understanding challenging behaviour Nov 18 CAMH issues April 19	To identify any further courses that are appropriate	North Tyneside Council	31/05/19


5.4 A programme of mental health awareness training is available to all staff.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		North Tyneside Training offer 2018-2019 is available to all staff members.			
5.5 EVALUATION: The school evaluates the extent to which all teaching staff feel they have the knowledge and skills to promote emotional wellbeing in their class teaching, and appropriate follow-up action is taken.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Questionnaires have shown that staff would like further training in this area. Some courses are booked and others are being identified.	Complete training.	North Tyneside	31/05/19


Objective 6

The school understands the different types of emotional and mental health needs across the school and has systems in place to respond appropriately.


Key Performance Indicator	RAG Rating	Action Plan			
6.1 Assessments of pupil and staff needs are conducted at regular points and feedback is acted upon.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Initial assessment completed through questionnaire.	Reflection Box Pupil Voice Performance Management Drop in sessions	CM/CT	31/05/19


6.2 All staff can identify and respond appropriately to signs of emotional or mental distress in pupils and each other.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
			Staff meeting to be held 23.4.19 to identify signs and risks of emotional or mental distress in pupils and each other.		31/05/19


6.3 There is a clear identification and information sharing system for pupils.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Regular inclusion overview meetings for vulnerable children. CPOMS			

6.4 The school uses its best endeavours to provide for pupils a range of interventions appropriate to the needs identified.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
---	---	----------------	--------------------	--------------------------------------	----------------------------

<p>BACP counsellor Drama Therapy Group OPAL Mindfulness Yoga Relaxation techniques EPS - art therapy Creative Counselling group 1:1 as and when Nurture Group</p> <p>Support for children with SEN - SEN support plans, inclusion meetings</p> <p>Medical - training, support plans, staff resources, Information board for all staff</p> <p>Disability - accessibility policy</p>	<p>Emotional wellbeing drop in sessions for staff, children and parents</p>	<p>CM/CT</p>	<p>31/05/19</p>
---	---	--------------	-----------------

<p>6.5 Arrangements with external specialist services are in place with clear referral pathways and outcomes agreed for pupils.</p>		<p>Current status</p>	<p>Action to be taken</p>	<p>Who will deliver and monitor action?</p>	<p>When will action be taken?</p>
		<p>Systems with EPS, Northern Guild, North Tyneside agencies eg Language and Communication team.</p>			


<p>6.6 The school provides signposts to appropriate online information, services and support.</p>		<p>Current status</p>	<p>Action to be taken</p>	<p>Who will deliver and monitor action?</p>	<p>When will action be taken?</p>
			<p>School website. Drop ins for parents. Protocol for teachers to signpost parents.</p>	<p>CM/CT/ST</p>	<p>05/04/19</p>


6.7 EVALUATION: Evidence is gathered about the effectiveness of the support available for pupils' emotional and mental health needs, and appropriate follow-up action is taken.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Considering using Stirling Children's Wellbeing Scale to collect evidence.	Confirm how to gather evidence and complete appropriate follow up action.	CM/CT	31/05/19

Objective 7


The school actively seeks the ongoing participation of the whole-school community in its approach to emotional wellbeing and mental health.

Key Performance Indicator	RAG Rating	Action Plan			
---------------------------	------------	-------------	--	--	--

7.1 Pupil voice mechanisms are in place and used at regular points.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Initial pupil questionnaire completed and analysed. School council.	Short survey to be completed once per term. Reflection Box.	CT/CM	31/05/19


7.2 The school works in partnership with parents/carers to respond to their views and needs.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
--	---	----------------	--------------------	--------------------------------------	----------------------------

<p>Annual questionnaire for parents about school completed and analysed.</p> <p>Initial wellbeing questionnaire completed and analysed.</p> <p>Twice daily opportunity for face to face contact with staff.</p> <p>Parents evenings.</p> <p>Open door policy for parent/teacher discussion.</p>	<p>Drop ins for parents.</p> <p>Repetition of parent workshops.</p>	All staff	31/05/19
---	---	-----------	----------

7.3 The school has identified 'Wellbeing Champions' from across the whole-school community.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Wellbeing Champion Badges ordered.	Identify Champions. Publicise Wellbeing Champions.	CT/CM	31/05/19

7.4 The school proactively and regularly communicates with the whole-school community regarding emotional wellbeing and mental health issues.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
---	--	----------------	--------------------	--------------------------------------	----------------------------





PSHE lessons are shared to home via SeeSaw.	Ensure regular sharing of school events eg assemblies, work shops, activities, lessons etc regarding wellbeing and mental health issues. Governors website page School website pages with up to date information and issues for children and parents.	CT/CM	31/05/19
---	---	-------	----------


7.5 EVALUATION: The school monitors the extent to which the whole-school community feels engaged with the school's approach to emotional wellbeing and mental health, and appropriate follow-up action is taken.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Initial questionnaire has shown that this is varied according to personal experiences.	Ongoing questionnaires/surveys for sample of parents/staff Use of reflection box to discover pupil responses to the strategy.		

Objective 8

The school works in partnerships with other schools, agencies and available specialist services to support emotional wellbeing and mental health.

Key Performance Indicator	RAG Rating	Action Plan
---------------------------	------------	-------------

8.1 The school has identified and maintained links with appropriate local health, social care and voluntary and community sector services.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Links with health visitors, family partners, social workers, early help workers, local samaritans, NSPCC, CAMHS, language and communication team, educational psychologists, occupational therapists, speech and language therapists, drama group, Acorns, Harbour, Barnardos.	Continue to source support where appropriate.	CT	31/05/19
8.2 The school has identified representatives who attend local mental health forums to share information and new learning.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		CT/CM regularly attend training, workshops and conferences including Youth MHFA.	Share with staff.	CT/CM	31/05/19
8.3 The school works with other schools to share best practice and new learning, establishing networks where appropriate.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Through SENCO/PSHE coordinator networks.	North Tyneside Council will establish a mental health lead network.	CT	31/05/19
8.4 The school informs and participates in local commissioning arrangements undertaken by the local authority and/or Clinical Commissioning Group.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		We have a relationship with the North West Locality Team and attend appropriate meetings.	Identify further opportunities.	CT	31/05/19

8.5 EVALUATION: The school evaluates feedback received from its partners regarding joint working, and appropriate follow-up action is taken.		Current status	Action to be taken	Who will deliver and monitor action?	When will action be taken?
		Barnardos Samaritans NSPCC Think Bubble drama group (George Stephenson)	Identify further opportunities. Attend joint training with George Stephenson through Think Bubble to evaluate. 23.4.19	CT	31/05/19