**Renfrewshire Children’s Services Mental Health and Wellbeing Policy for Educational Establishments**

Dear colleagues,

This policy has been created using Microsoft Sway. This allows you to duplicate the main Sway and edit to reflect your establishment. This will involve adding the following information:

* name of your establishment
* naming staff with specific responsibilities and training in relation to mental health and wellbeing
* details regarding your emotional literacy programme or any other universal supports bespoke to your setting

To duplicate, you should follow these steps:

1. Click on the 3 dots placed on the upper right corner of the Sway.
2. Click on ‘duplicate this Sway’. If this information does not appear, you may need to sign in. You will be prompted for an email address. You must choose your Glow address and not outlook.
3. Once you have clicked on ‘duplicate this Sway’, you will be asked if you would like to rename the document. In the edit bar you will see ‘Renfrewshire Council Children’s Services’. Please add the name of your establishment so that your new copy will be listed clearly on your Sway home page.
4. You will now be able to edit your own version of the policy.

For information, the other Sways contained in the appendix are not editable but we will update this section as needed so that information remains current and reflective of local and national information and supports.

The Mental Health Action Group are currently working on a self-evaluation and implementation guide to support your use of this policy. More information regarding this will follow in the new term. It would be beneficial to look at Appendix E which details examples of good practice and also contains a template for you to populate.

If you require any further support in setting up your own policy, please contact me by email at [fiona.hewitt@renfrewshire.gov.uk](mailto:fiona.hewitt@renfrewshire.gov.uk)

Kind regards,

Fiona

Fiona Hewitt

Development Officer – Health and Wellbeing