

Central Film School

2025-26

Central Film School

Student Mental Health Policy

1. Introduction

- 1.1. Students may encounter difficulties with their mental health, both previously diagnosed and newly aware, whilst enrolled at Central Film School. It is Central Film School's intention to guide students through this uncertain period by providing resources, stability and attention as and when it is required.
- 1.2. This policy outlines the school's approach to mental health, ensuring that appropriate services and resources are available and that mental health is integrated into the wider culture.
- 1.3. Students who are aware of any mental ill health or disabilities that may affect their studies and their day-to-day activities, as well as those who are encountering these issues for the first time, should feel comfortable and reassured enough to declare these to CFS staff.

2. Definitions of Positive Mental Health and Wellbeing

- 2.1. There is a strong holistic balance between an individual's general wellbeing and their mental health. This policy will focus on the mental health of both students and staff, whilst also considering the overall physical wellbeing of these individuals as well.
- 2.2. A person's wellbeing will be defined in this policy as referring to their diet and nutrition, sleep patterns and the amount of exercise they take. This is determined as being separate to their mental health.
- 2.3. A student's ability to cope with their course will be judged by their attendance each term, whether they are completing and handing in assessments on time, and the quality of their input in class. Tutors can

always let the Student Services team know if they are concerned about a student's performance, and thereby their mental health.

- 2.4. Support will be defined within this Policy as being the network of friends and family that a student already has ties to within their personal life, as well as the professional services provided by Central Film School whilst they remain a practising student.

3. Why it Matters to Central Film School

- 3.1. As per Central Film School's Vision, Mission and Core Values, it is important for all students to maintain good mental health if they are to be effective visual storytellers. This policy aims to do that by explaining the way in which everyone in the school's community can help promote a healthy workspace where everyone can best express themselves creatively.
- 3.2. Consideration for others is a cornerstone of maintaining a healthy workspace, and as such, this Policy aims to provide a guide to all students on how they are able to take responsibility for helping create a mentally healthy environment within the community.
- 3.3. Both Central Film School and its students want to see those that are enrolled on courses complete their education to the best of their abilities. This policy recognises that this can't be done by those that are suffering from ill mental health.

4. What This Policy Aims to Do

- 4.1. This Policy will lay out guidelines for both students and staff on how best to respond and handle any given situation when issues related to ill mental health surface. It is the duty of both students and staff to make sure the detailed steps are carried out safely and effectively.
- 4.2. Clarification on the responsibilities of both Central Film School staff and students will be detailed in this Policy, with the intention of delegating in a manner that covers most potential situations that can arise.
- 4.3. This Policy will state what mental health resources are available for students at Central Film School, how they can access them, and how they can request further assistance from the Student Services team if necessary.
- 4.4. This Policy will also include guidance and support to both staff and students regarding signs of ill mental health, what they should be looking out for if they suspect a student is suffering from ill mental health, and what they can do about it.

5. Support for Students - Student Services Department

- 5.1. Attendance Monitoring is carried out every two weeks by the Student Services department, wherein they reach out to students who are below certain percentage thresholds of attendance. This is done by email for students below 80% and a phone call as well for those below 50%. This is done as non-attendance is often a sign of significant issues that are affecting a student's ability to study and their personal situation.
- 5.2. Student Services will reach out to the Emergency Contact of students who miss ten consecutive sessions in a term. They will ask the Emergency Contact to have the student get in touch with the department to get a status check.
- 5.3. Students who fail modules or do not submit work will be invited to attend a Personal Tutor Meeting by the Student Services department. Students are encouraged to attend these meetings if they are invited to them in order to help them catch up on any work missed and secure guidance on completing resubmissions.

6. Support for Students - Counselling Service

- 6.1. The Central Film School Counselling Service is a free to use, confidential counselling service, which students can choose to engage with if they wish. It is provided as an optional benefit available to all enrolled students. Students can discuss any matters, in both their academic and personal lives, that may be affecting their mental health.
- 6.2. Counselling sessions can be conducted in person at Central Film School, online or by phone, whichever the student prefers.
- 6.3. Communicated through VLE, induction week and posters
- 6.4. Complete confidentiality, no limit on number of sessions and no costs
- 6.5. During Induction Week, all new students will be introduced to the School's Counselling Service who will explain the counselling services offered at Central Film School, how students can book sessions with them, and that the entire process is completely confidential and free.
- 6.6. It is of paramount importance that students understand that the School Counsellor operates separately from other staff and facilities at Central Film School. No other department or staff member will be informed that a student is seeking counselling unless that student gives consent for them to be informed.
- 6.7. Posters and notices will be placed around the school with the intention of drawing attention to these ongoing services and making students aware that they can undertake counselling if they wish. Students can also sign up for counselling and learn more about it on the Student Experience Hub.

7. Support for Staff

- 7.1. During the Induction process for all new staff, it is made clear who is responsible for student mental wellbeing and who to inform if students are seen to be experiencing a mental health crisis or issues related to ill mental health.
- 7.2. During the same Induction process, new staff will be made aware of signs of student ill mental health and distress, which they can then look out for in everyday interactions with students.
- 7.3. Staff will be made aware that they can signpost students in need of mental health assistance to the School Counsellor and other resources that are related to maintaining good mental health.

8. Responsibilities - Students

- 8.1. Students also share a responsibility of ensuring that Central Film School remains a safe and disruption free environment where anyone facing issues related to poor mental health can seek assistance quickly and without being made to feel marginalised.
- 8.2. All students should consider declaring any disabilities they have that may affect their studies when they first enroll at Central Film School, or as soon as these have been identified or diagnosed. This is to ensure that tutors are made aware of any additional needs they may have for them to achieve their best potential in assessments, and to ensure a comfortable classroom environment as well.
- 8.3. Students who wish to declare a disability can do so by completing a [Student Support Plan form](#). This is available on the Student Experience Hub, and once completed it will be passed on to the Student Services team. This will then be shared by them with the student's Course Leader and their Personal Tutor, so that they can arrange a meeting with the student to discuss how best to approach this matter. A student will always have the chance to discuss what support systems are available with their Course Leader before they are put in place.
- 8.4. Students should keep an eye out for one another, and be sure to check in with friends or peers who are exhibiting signs of poor mental health. This extends to outside of school hours as well, as students are more likely to see one another beyond the classroom and take note of any changes of personal circumstances that may be affecting them
- 8.5. Whilst students should always take care to look out for each other, they should leave any official action or assistance to professional services and allow them to step in should intervention be required. Students should also work to cultivate their own support network and be part of their friends' support networks,, only if they are able to in both cases.
- 8.6. If a student believes that another student is at risk due to mental health issues, they should immediately report their concerns to either their

Student Rep or to the Student Services team confidentially. The Student Services team will always treat reports such as this with the utmost seriousness and confidentiality.

9. Responsibilities - CFS Staff

- 9.1. All staff at Central Film School have an ongoing responsibility to look out for students who are experiencing poor mental health, and to step in if issues arise that are affecting their ability to study and work with other students productively.
- 9.2. Staff should signpost students who express interest in either Student Counselling or other mental health related resources to those that are available on the Student Experience Hub. This should be done in an appropriate and reactionary manner, i.e. when a student asks about these resources. At no time should staff be recommending that students enroll in Counselling.
- 9.3. Pastoral Support Sessions can be arranged with a member of the Student Services team whenever a student wishes to discuss personal issues that may affect their studies. This can be done by booking a meeting during a Wednesday afternoon session [here](#). If a student would prefer to meet at a different point in the week they can request this by emailing the Student Services team at studentservices@centralfilmschool.com
- 9.4. Occasionally the Student Services team will invite a student to a Pastoral Support Session if their attendance is low, they are failing a module or there has been a behavioural issue reported either by another student or member of staff. Students will receive an email invitation and a notification in their calendar. If a student cannot attend for any reason, they should contact the Student Services team as soon as possible to let them know. If a student is failing a module, they will also be invited to a meeting with their Personal Tutor to discuss this.
- 9.5. Reception staff are instructed to keep an extra eye out and be ready to signpost or respond to issues that arise from students approaching them directly at the Reception Desk. All on-site staff should be prepared to direct students in need of help to the Student Services team.
- 9.6. If necessary, student facing staff should be prepared to take the lead in contacting a student's emergency contact and/or emergency services to help students. In all instances where a student tells a staff member that they are feeling suicidal, or that they will harm themselves or others, contact the Emergency Services on 999 straight away.

10. Mental Health Emergencies

- 10.1. If a student experiences a mental health crisis whilst on campus, they should inform a member of staff immediately. Staff will then remove the student to a private space and seek help from a First Aid trained staff member. If the student's mental health crisis continues or worsens,

CFS staff will call 999, and if necessary, make sure the student gets to medical assistance as quickly as possible.

- 10.2. If a student experiences a mental health crisis whilst out of school opening hours or away from campus, they should directly contact public facing services (999, Samaritans, etc) who can then assist them. Central Film School is unable to provide 24 hour services, and as such can only operate within school working hours.
- 10.3. If the student experiencing the crisis believes they are at risk of suicide, they should inform the staff or emergency services who are assisting them immediately. It is of tantamount importance that this information is handled in as immediate and calm a manner as possible, so as to avoid aggravating the situation. If a student mentions feeling suicidal at any point, immediately call 999.
- 10.4. If a student sees a fellow student experiencing a mental health crisis on or off campus, they should follow the above steps relevant to their circumstances and situation. Above all else, they should only intervene if they feel it is safe to do so. If not, they should remove themselves from the immediate situation and contact 999.
- 10.5. Further information relating to both emergencies and ongoing behaviour of concern can be found in [SEC - Crisis Intervention & Emergency Contact Procedure SOP - 2025/26](#).

11. Unacceptable Behaviour and Breach of Code of Conduct

- 11.1. All students and staff are reminded to familiarise themselves with Central Film School's [Respect and Consideration Statement](#).
- 11.2. Should an affected individual's behaviour affect the safety or comfort of other students and staff, the Student Services department will make sure to first speak privately with the individual and try to resolve the issue

Document Title	Mental Health Policy
Document Reference	CFS-SEC-2025-018
Issuing Authority	Student Experience Committee
Author	Conrad Pollock & Alice Coyle
Document Approval Date	27 Aug 2025
Date Last Amended	9 Aug 2025
Effective from	27 Aug 2025
Review Date	9 Aug 2026

Version History		
Purpose/Change	Author	Date
Creation	Conrad Pollock & Alice Coyle	9 Aug 2025
Ratified for the 2025/26 academic year	AB	27/08/2025