

Staff Wellbeing Policy

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Aims and Legislation

Aims

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health.
- Provide a supportive work environment for all staff.
- Acknowledge the needs of staff and how these change over time.
- Allow staff to balance their working lives with their personal needs and responsibilities.
- Help staff with any specific wellbeing issues they experience.
- Ensure staff understand their role in working towards these aims.

Legislation

Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing include, but are not limited to:

- The Health and Safety at Work Act 1974
- The Equality Act 2010
- Working Time Regulations
- Employment Rights Act 1996
- Employment Relations Act 1999

Promoting Wellbeing At All Times

1. The school will develop a Staff Wellbeing Action Plan based on this policy. The Plan will be reviewed annually by the Headteacher.

2. Role of All Staff

2.1 All staff are expected to:

2.1a Treat each other with empathy and respect and act in a manner that respects the health and safety needs of all in the workplace;

2.1b Keep in mind the workload and wellbeing of other members of staff;

2.1c Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance;

2.1d Report honestly about their wellbeing and let Senior Leaders (Fiona Lock is Wellbeing Lead), the Wellbeing team, Induction Buddy or other members of staff know when they need support;

2.1e Contribute positively towards morale and team spirit;

2.1f Use shared areas, such as offices and Staff Room, respectfully;

2.1g Take part in training opportunities to promote wellbeing.

3. Role of Line Managers

3.1 Line managers are expected to:

3.1a Maintain positive relationships with their staff and value them for their skills, not their work pattern;

3.1b Provide a non-judgemental and confidential support to their staff;

3.1c Take any complaints or concerns seriously and deal with them appropriately using the school's policies;

3.1d Monitor workloads and be alert to signs of stress;

3.1e Speak regularly with their staff about work/life balance;

3.1f Understand that personal issues and pressures at work may have a temporary effect on work performance and take that in to account during any appraisal procedure;

3.1g Help to arrange personal and professional development where appropriate;

3.1h Keep in touch with staff if absent for long periods. This will be lead by the Business Manager who may allocate some contacts to staff who have been provided with appropriate training;

3.1i Promote information about and access to Employee Assistance Programme and other services;

3.1j Monitor staff sickness absence and have support meetings with them if patterns of absence emerge;

3.1k Conduct return to work interviews to help identify any issues;

3.1l Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.

4. Role of Senior Staff

4.1 Fiona Lock, Deputy Headteacher, is SLT member with key responsibility for staff wellbeing and is a member of the Wellbeing Team. All senior staff are expected to:

- 4.1a Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours;
- 4.1b Manage a non-judgemental and confidential support system for staff;
- 4.1c Monitor the wellbeing of staff through regular surveys and structured conversations and reviews;
- 4.1d Make sure accountability systems are based on trust and professional dialogue with proportionate amounts of direct monitoring;
- 4.1e Make sure new staff are properly and thoroughly inducted and feel able to ask for help;
- 4.1f Regularly review demands on staff, such as time spent on paperwork, and seek alternative solutions where possible;
- 4.1g Liaise with Business Manager to ensure job descriptions are up to date with clearly identified responsibilities. Staff must be consulted should any changes be proposed;
- 4.1h Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives;
- 4.1i Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at school;
- 4.1j Make sure the efforts and successes of staff are recognised and celebrated;
- 4.1k Produce calendars of meetings, events and deadlines so staff can plan ahead and manage their workload;
- 4.1l Provide training opportunities and other resources to promote staff wellbeing;
- 4.1m Organise extra support during times of stress, such as Ofsted inspections;
- 4.1n Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported knowing that they may seek the help and support they need;
- 4.1o Ensure that all staff are aware of the Wellbeing Policy through regular promotion on staff notice boards and electronic systems;
- 4.1p Recognize the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, workplace unions and the Resources Committee;
- 4.1q Promote a healthy workplace and practices that ensure members of staff are able to maintain a healthy mind;
- 4.1r Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress;
- 4.1s Carry out risk assessments promptly especially when concerns have been raised;
- 4.1t In consultation with workplace unions conduct an annual Wellbeing survey and share and act upon results;
- 4.1u Ensure the school is signed up to the government's Education Staff Wellbeing Charter and information on this is displayed and distributed to all staff (see Appendix I)

5. Role of the Governing Body

5.1 Governor linked to Staff Wellbeing is Ben Troughton.
The governing body is expected to:

- 5.1a Make sure the school is fulfilling its duty of care as an employer, such as by giving staff reasonable workloads and creating a supportive working environment;
- 5.1b Monitor and support the wellbeing of the Headteacher;
- 5.1c Ensure that resources and support services are in place to promote staff wellbeing;
- 5.1d Make decisions and review policies with staff wellbeing in mind, particularly in regard to workload;
- 5.1e Be reasonable about the format and quantity of information asked for from staff as part of monitoring work;

- 5.1f Ensure that staff are clear about the purpose of any monitoring visits and what information will be required;
- 5.1g Conduct exit interviews where appropriate to ensure any wellbeing issues were addressed by the leadership team;
- 5.1h Commit to acting early and providing consistent support;
- 5.1i Enlist the support of School's Choice HR providers and Occupational Health, where appropriate, to ensure staff are able to access this support;
- 5.1j Ensure staff roles and responsibilities are clearly defined;
- 5.1k Attend regular governor training on Wellbeing and Health In Schools.

Managing Specific Wellbeing Issues

1. The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.
2. Annie O'Neill or her colleague, from OM Health and Well-being Consultancy, is available to meet privately with staff one day a term. Staff are able to book 45 minute appointments in advance. Staff also have access to the consultancy website at <https://www.omhwc.org.uk/>
3. Where possible support will also be provided by senior staff. This could be through:
 - 3.1 Up to 5 days' paid compassionate leave per year to deal with personal crisis although this is not a legal entitlement, it is the pattern which has historically been used by the school. The awarding of this paid compassionate leave is given at the discretion of the Headteacher.
 - 3.2 Providing access to Occupational Health professionals and other suitable clinicians as well as OMHWC and the Employee Assistance Programme for Suffolk County Council;
 - 3.3 Completing risk assessments and following through on actions identified;
 - 3.4 Reassessing workload and deciding what tasks to prioritise;
 - 3.5 Supporting the school's Wellbeing Team and ensuring staff are aware they have access to them;
 - 3.6 Providing 2 Adult Mental Health First Aider/Champions.
 - 3.7 At all times the confidentiality and dignity of staff will be maintained.
4. Teacher Support Network:
 - 4.1 The Teacher Support Network is a group of independent charities and a social enterprise that provides practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. The Teacher Support Network provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition, and how to manage stress. To access the free support line staff can call 08000 562 561 or visit <http://teachersupport.info>

Monitoring Arrangements

This policy will be reviewed annually by the Headteacher and Wellbeing Link Governor and approved by the Resources Committee.

Links to Other Policies

- Staff Code of Conduct
- Appraisal Policy
- Culture and Character Policy
- Capability Policy
- Disciplinary Policy
- Stress Management Procedure
- Health and Safety Policy
- Equality of Opportunity Policy
- Anti-bullying Policy
- Harassment Procedure
- Attendance and Absence Management Policy
- Grievance Policy
- Whistleblowing Policy
- Safeguarding Policy

Appendix I

Education Staff Wellbeing Charters for Schools, Government and Ofsted to be added here

Useful Websites

Acas www.acas.org.uk

Information on stress, employer and employee rights in the workplace.

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

Fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism.

Carers UK. www.carers.uk.org

The voice of carers.

CBI. www.cbi.org.uk

Guidance to businesses on managing stress at work.

Department of Health www.gov.uk/government/organisation/department-of-health

Information on dealing with stress and mental health problems, including the use of cognitive behavioural therapy (CBT).

Dignity at Work Partnership www.dignityatwork.org

Information and guidance on bullying in the workplace.

The Equality and Human Rights Commission www.equalityhumanrights.com

The commission works to eliminate discrimination, reduce inequality, protect human rights and build good relations.

Gingerbread www.gingerbread.org.uk

Support for lone parents and their children.

HSE <http://hse.gov.uk/stress/standards>

Information on stress management standards

Local Government Employers www.local.gov.uk

Guidance for council staff on stress prevention and management

Mindful Employer www.mindfulemployer.net

Information about managing stress in the workplace.

NASUWT www.nasuwt.org.uk

Information on a range of issues related to stress and wellbeing.

NHS 111 <http://www.nhs.uk/111>

Advice on health matters.

Princess Royal Trust for Carers <http://www.carers.org>

Improving carers' lives by fighting for equality and recognition.

Relate <http://www.relate.org.uk>

Relationship counselling and sex therapy.

Samaritans <http://www.samaritans.org>

Confidential, non-judgemental support to individuals.

