



STAFF WELL-BEING POLICY

Approved On:	22 nd March 2022
Staff:	Headteacher
Notes:	Non-Statutory
Review Cycle:	School Choice, 3 years
Next Review Date:	Spring 2025

Headteacher: Mrs Kate Collins

a member of



Learning Partners

academy trust

Statement of Intent

At Sandfield Primary School staff well-being is a key priority. We ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance.

Sandfield Primary School is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Introduction

Sandfield Primary School is committed to providing a working environment and management practices that promote the good health and well-being of all its employees.

Well-Being Strategy

The Governing Body's 'duty of care' towards employees, legislation and case law, require them to manage and safeguard the physical and psychological well-being of the school's employees.

To help meet these objectives, the School has adopted:

- the **attendance management policy (Trust policy)** which provides a framework with clear milestones enabling managers effectively to manage attendance;
- the **health and safety policy** which provides a framework for, and measurement of, safe places of work; and
- the **staff wellbeing policy** which focuses on the School's obligations to supporting staff's health and wellbeing.

It is vital that all staff are aware of these policies and the role all employees undertake to ensure we all work in healthy workplaces.

The Need for a Workplace Wellbeing Policy

Promoting and protecting the wellbeing of the workforce is important to Sandfield Primary School. Many factors in the workplace influence the wellbeing of individual employees or the school as a whole.

Understanding and addressing the factors which affect staff wellbeing will have a wide range of benefits, both for the individual, pupils and the school as a whole.

The Governing Body and SLT will continue to promote and work towards performance improvement and efficiency, getting the very best from our people, retaining and attracting the people who are best skilled and well-motivated.

Wellbeing in the workplace is relevant to all employees and everyone can contribute to improved wellbeing at work. Addressing workplace wellbeing can help strengthen the positive, protective factors of employment, reduce the risk factors for mental ill health and improve general health.

To fulfil this commitment the Governing Body and SLT will:

- seek to identify potential circumstances that may affect the wellbeing of staff and conduct risk assessments;
- increase awareness and understanding of how to promote wellbeing at work and the avoidance of absence;
- ensure advice and guidance is available to managers in dealing with wellbeing concerns of staff;
- ensure that there is a culture where there is no expectation that staff communicate about work outside of normal working hours (except in an emergency, e.g. child protection issues);
- continue to adhere to national terms and conditions for all staff, including occupational sick pay;
- provide staff with the opportunity to undertake confidential health assessment activities;
- ensure that all staff take part in a supportive performance management process;
- enable staff to attend locally organised staff social events;
- conduct an annual (anonymous) staff survey in order to collate information from all staff groups, which will inform future strategies to support the health and wellbeing of staff (Trust survey)

Where possible, staff are supported with their work/life balance and wellbeing outside the school. Examples of this could include providing staff with leave for both special events and celebrations, and time off to deal with family problems.

All staff are encouraged to take a responsible approach to health and wellbeing issues, including adopting a robust self-management to their own health.

Definitions

One of the main concerns in promoting the wellbeing of staff is to encourage positive mental health. In doing so, it is recognised that positive action must be taken to reduce the occurrence of workplace stress. The Health and Safety Executive define stress as being “the adverse reaction people have to excessive pressures or other types of demand placed on them”. However it is important that the difference between “pressure” and “stress” be acknowledged: pressure does not necessarily give rise to stress and pressure can sometimes motivate. While acknowledging that pressure and stress may also be caused by a range of issues external to the workplace, the Governing Body’s prime responsibility in this is to address work-related stress.

Policy Objectives

The policy aims are to:

- provide advice and information about minimising risks to health;
- outline specific responsibilities;
- educate staff about the causes, effects and management of stress.

To achieve these objectives the SLT will:

- Designate a lead for mental health and provide appropriate training
- carry out risk assessments to identify health and wellbeing issues related to work;
- implement appropriate control measures to minimise risks to health and well-being;
- monitor and audit arrangements in an effort to improve the quality of the working environment;
- raise awareness of the causes, signs and symptoms of stress and stress-related illness, and of the ways in which the school supports individuals;
- ensure they are equipped to respond to staff well-being concerns;
- educate employees in techniques for recognising and coping with potentially stressful situations;
- provide information about appropriate welfare services to all employees, including the availability of the employee assistance programme. (Health Assured - Free 24-hour confidential helpline)

The following have been identified as appropriate measures of employee performance and well-being for the purposes of managing health and well-being:

- absences will be recorded and monitored for data analysis;
- exit questionnaires will be used and followed up with appropriate exit interviews when staff leave employment;
- use of Occupational Health and counselling services will be monitored without breaching confidentiality.

Wellbeing Responsibilities

The Headteacher is responsible for ensuring:

- the engagement of line managers at all levels in the importance of managing staff wellbeing;
- allocation of appropriate resources to enable line managers to deliver the agreed strategy proactively, including (where appropriate) the use of occupational health referrals for expert opinion;
- active implementation of the principles and behaviours contributing to positive staff wellbeing;
- alertness to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing which derive from outside work, e.g. bereavement or separation;
- ensuring effective communication between managers and staff;
- in particular, ensuring effective communication where there are organisational and/or procedural changes which give rise to increased levels of stress in the workplace;
- ensuring that bullying, harassment and discrimination are not tolerated.

The Headteacher will:

- request assistance from the Trust team with stress risk assessments, if required, when it is identified that an employee is suffering from stress or where there is a perceived risk of stress and ensure that any reasonable measures identified are implemented;
- ensure that employees are consulted over aspects of their employment that may cause stress or impact on their health and well-being when changes affecting them are planned;

- ensure that employees receive appropriate training and resources to carry out their duties;
- ensure that staff are provided with appropriate development opportunities to manage absence in accordance with the Absence Management Policy (Trust policy);
- consider workloads to ensure jobs are realistic and manageable;
- familiarise themselves with the impact of bullying and harassment and ensure that employees are aware that this is not tolerated in the workplace;
- recognise that employees may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues or personal circumstances;
- treat all discussions with employees around personal issues as confidential unless it is necessary to involve others to deal with the issue and the employee gives written agreement for disclosure.
- will ensure that staff members have time to attend internal or external supervision. For example, Sandfield's Emotional Literacy Support Assistants attend regular supervision with other schools led by Educational Psychology.
- work with the SLT / inclusion team to identify staff who require extra support and will ensure that staff working alongside them are aware of the support plan in place. Staff will be signposted to Employee's Assist Programme (Trust wide support package for all schools) and / or external agencies if required.
- monitor and manage workload of identified staff to help promote work life balance. This includes a wellbeing discussion every Senior Leadership Team meeting.

The Trust HR Team will, if required:

- provide advice and guidance to the Governing Body and/or Principal on the Staff Wellbeing Policy;
- provide guidance to the Governing Body and/or Principal on the implementation of the policy to include the appropriate management of individual cases;
- through the Health and Safety provider advise, guide and support The Headteacher in carrying out stress risk assessments where required;
- where necessary, through the Occupational Health provider, support employees experiencing stress and advise them and their line manager of the support available;
- raise awareness amongst all staff of the importance of work/life balance.

Employees will:

- take reasonable care of their own health and safety at work and co- operate with the SLT in any measures taken to reduce stress;
- be committed to avoiding causing health and wellbeing problems for other employees, assisting in the development of good practice and ensuring that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues;
- be proactive in identifying occasions when they may be suffering from health and wellbeing problems, either work-related, or due to external factors, and alert their line manager to these where appropriate.
- have the opportunity to complete a confidential Trust survey on their working conditions and overall well-being.
- have access to a staff room and refreshments if they choose to have time out from their classroom (if applicable).
- attend staff meetings or training to develop a shared understanding of children's needs to help them feel confident they are taking the right decisions when support pupils with complex issues. For example, Special Educational Needs staff meetings led by the Special Needs Co-ordinator, Mental Health Awareness training or Compassionate Schools training.
- support the culture of peer support at Sandfield Primary School.