

## STAFF WELLBEING POLICY

**Committee: Resources**

**Approved on: March 2023**

**Staff: Mrs E Baker**

**Notes: Non-Statutory**

**Next Review Date: March 2024**

**Headteacher: Mrs Amanda Pedder**

## **Statement of Intent**

GEP Academies wants to 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.

Loseley Fields 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.

## **Aims of the policy**

### **We aim to:**

- Develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils
- Help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health
- Recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed
- Communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly
- Respond sensitively to external pressure which affect the lives of staff members
- Provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training
- Improve staff development, co-operation and teamwork by creating effective leaders
- Make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues
- Identify and understand what wellbeing at work means to the Staff of Loseley Fields Primary School and to ensure that those things remain a focus for Leadership – see below

The picture below represents in Word Cloud form, the results of a question posed to all staff in Autumn Term 2019. That question was:

‘In five statements or words, what does wellbeing in the workplace mean to you?’

At Loseley we believe that we need to understand what is important to our staff first and foremost. We will continue to monitor staff wellbeing regularly, creating our own questionnaires, the basis of the questions being based on those elements identified below along with those recommended by the Health & Safety Executive.



## Roles & Responsibilities

### The Governors and staff at Loseley Fields Primary School will:

- Take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance
- Adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the school
- Ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the **Learning Partners Disciplinary and Capability Policy**
- Provide a range of strategies for involving staff in the school decision making process
- Review the demands of staff, and seek practical solutions wherever possible
- Adopt a process to monitor staff wellbeing via various routes including regular wellbeing questionnaires
- Consider and provide if possible, personal and professional development opportunities in areas such as stress management, team building and time management

### The Headteacher will:

- Ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard
- Encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. They will be sensitive to any problems which may cause the employee stress-related issues and will act in a professional, fair, consistent and timely manner when a concern arises
- Support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level
- Adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons. For further information refer to the school's **Special Leave of Absence Policy**
- Ensure that there is clear communication between staff and management with regards to all areas of school life
- Create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness
- Ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development
- Actively promote new and innovative ways of reducing workload while not impacting pupil achievement and the school's performance
- Monitor and review any measures that are planned, and assess their effectiveness

- Conduct risk assessments for work-related stress in consultation with senior staff
- Appoint a wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The co-ordinator will also ensure that school policies and procedures reflect this aim
- Create a Wellbeing Group made up of staff members from a variety of roles within the school who will, in conjunction with the Wellbeing co-ordinator, ensure that the policy and procedures are adhered to and to carry out duties which supports those aims
- Make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work
- Ensure that clear policies, procedures and actions are in place and are followed at all times.

**Staff members will:**

- Make themselves aware of the school's staffing policies on Capability, Bullying and Harassment, Staff Attendance/Sickness etc.
- Assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues
- Ask their **Line Manager** for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads
- Identify opportunities for development and take advantage of those offered by the school
- Apply for requests for leave of absence in advance and be honest about sickness absence leave
- Be encouraged to share their views, ideas and feelings about all issues concerning the school at formal meetings and directly with their **Line Manager**
- Be encouraged to respond to requests for completion of staff questionnaires so that all staff feedback can be included which will help form plans

### **Actions to support new staff**

Practical actions to support new staff could include, but are not exclusive to

- All staff will be given a school orientation by their Line Manager
- All new staff will receive a comprehensive School induction. This will include all important policies, or their location, and will include this policy on health and wellbeing
- As is reasonable, all staff will be made to feel welcome and given as much support as required
- All staff are to be issued with a name badge on arrival on their first day along with login details for relevant school systems including email
- At the end of the first week of employment, new staff will have an informal review with their Line Manager
- During the probationary period all staff will have at least 2 formal reviews with their Line Manager

Practical actions to support new roles could include, but are not exclusive to

- Decide who will be the supporting person for the new role
- Hold an initial discussion of roles
- Establish a pattern of coaching
- Hold an end-of-first-week review with supporting person
- Provide 1:1 support for new tasks
- Hold a 3-month review interview with supporting person

### **Procedures for handling issues of wellbeing**

1. The Senior Leadership Team (SLT) must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. The SLT should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises
2. Where additional, professional advice is required, the school has contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised
3. Where necessary, staff should be encouraged to use the confidential counselling service available through [educationsupport.org.uk](https://www.educationsupport.org.uk) (see *Appendix 1*)
4. The school will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various

options for dealing with such issues should be discussed with staff members where appropriate.

5. During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity

### **Procedures to promote staff wellbeing**

1. Weekly communication via morning staff and TA briefings
2. Continuing professional development for all staff
3. Encouragement to participate in School and outside of school social events such as shared lunches on inset days, end of term events and attendance at whole school assemblies
4. Regular, structured performance management
5. Encouragement to contribute to the School Development Plan
6. Whole staff inset/training days
7. Recognition on special occasions subject to data protection legislation and staff choice
8. All staff to have access to professional advice ie. Educational Support hotline (appendix 1) and our staff trained in Mental Health
9. Termly consultative staff meetings to give teaching staff opportunity to voice concerns and to have their views sought
10. Open Door policy
11. SLT commitment to respond to concerns raised and to feedback as appropriate. Confidentiality will be maintained

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# Tough day?

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