

# Staff Wellbeing Policy



*Believe, Succeed, Together*

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## **1.0 Aims**

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical wellbeing.
- 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 that staff understand their role in working towards the above aims.

## **2.0 Key Wellbeing Staff**

- The Wellbeing Lead for Staff is Vice Principal, Mrs. L. Hodgson-Clark.
- The Wellbeing Lead for Pupils is Ms. H. Walden.
- The Wellbeing Lead for Vulnerable Pupils is Mrs. N. Lillywhite.

## **3.0 Role of Staff**

### **3.1 All Staff**

All staff are expected to:

- Treat each other with empathy and respect.
- Keep in mind the workload and wellbeing of other members of staff.
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance.
- Report honestly about their wellbeing and let other members of staff know when they need support.
- Contribute positively towards morale and team spirit.
- Use shared areas respectfully, such as the staff room or offices.
- Actively take part in training opportunities that promote their wellbeing.

### **3.2 Line Managers**

Line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills and contribution, not their working pattern.
- Provide a non-judgemental and confidential support system for their staff.
- Take any complaints or concerns seriously and deal with them appropriately using the school's policies.
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance.
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help.
- Understand that personal issues and pressures at work may have a temporary effect on work performance and take that into account during any PM appraisal or capability procedures.
- Promote information about and access to external support services.

- Help to arrange personal and professional development training where appropriate.
- Keep in touch with staff if they are absent for long periods.
- Monitor staff sickness absence and have support meetings with them if any patterns emerge.
- Conduct return to work interviews to support staff back into work.
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that may be linked to their resignation.

### **3.3 Senior Staff**

Senior staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours.
- Manage a non-judgemental and confidential support system for staff.
- Monitor the wellbeing of staff through regular, structured conversations.
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring.
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible.
- Make sure job descriptions are kept up to date, with clearly identified responsibilities and staff being consulted before any changes.
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives.
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the Academy.
- Make sure that the efforts and successes of staff are recognised and celebrated.
- Produce calendars of meetings, deadlines and events, so that staff can plan ahead and manage their workload.
- Provide resources to promote staff wellbeing, such as training opportunities.
- Promote information about and access to external support services.
- Organise extra support during times of stress, such as Ofsted inspections.

### **3.4 Governing Board**

The Governing Board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment.
- Monitor and support the wellbeing of the Principal.
- Ensure that resources and support services are in place to promote staff wellbeing.
- Make decisions and review policies with staff wellbeing in mind, particularly in regard to workload.
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work.
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them.

## 4.0 Managing Specific Wellbeing Issues

The Academy will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at work or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis.
- Arranging external support.
- Completing a risk assessment and following through with any actions identified.
- Reassessing their workload and deciding what tasks to prioritise.

At all times, the confidentiality and dignity of staff will be maintained.

## 5.0 Internal and External Support

The Academy has an in-house BACP qualified counsellor that is available to provide counselling to staff.

The Academy commissions the services of Juniper which provides staff with access to Occupational Health.

The Academy commissions the services of the Employee Assistance Programme (EAP) [www.educationsupport.org.uk](http://www.educationsupport.org.uk). The EAP provides free confidential support and guidance, 24 hours a day, 365 days a year, for all staff at the Academy. The EAP will provide support to a staff member who may be facing difficulties in either their work or private lives in the following:

- Telephone counselling – staff will receive a telephone consultation within 5 days of their initial call and receive their first counselling session within 10 days.
- Face to face counselling (up to 6 sessions per issue) via video conferencing, Zoom or FaceTime depending on what is available to the member of staff.
- Structured telephone counselling (up to 6 sessions per issue).
- Online CBT counselling.
- General information/signposting services.
- Financial support.
- Legal guidance.
- Debt counselling.
- Management consultation and referrals.

## 6.0 Links with other Policies

Capability Policy

Code of Conduct (Staff) Policy

Disciplinary (Misconduct) Policy

Grievance Policy

Health and Safety Policy

Performance Management Policy

Safeguarding Policy

Sickness Absence Policy