

All Saints' CEVCP School



School Staff Mental Health and Well Being Policy

Inspire Challenge Succeed

At our Church of England school, our vision is that our pupils will leave All Saints' as confident, resilient and reflective individuals who live their lives through a foundation of strong Christian Values and develop a lifelong love of learning along with a curiosity and respect for the world and people around them.

Review Frequency	Every 3 years	Approval Level Required	Full GB
Approved by:	Full GB	Approval Date:	20 th October 2021
Signed:		Print Name:	Katie Haselhurst – Chair of Governors

Principles and Values

At All Saints' CEVC Primary School we believe and recognise that our staff are our most important resource and all are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the well-being of our staff and the well-being of our pupils, and that the culture and ethos of a school is determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel valued as a team member, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance. We embrace the many school practices that support staff health and well-being, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and well-being for all staff.

This policy outlines some of the ways in which we commit to maintaining staff well-being and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute and expect to be treated.

Objectives of this policy

This policy aims 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 pressures 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.

Motivation Cooperation Creativity Independence Curiosity Stickability

- Improve staff development, cooperation 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.
- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional well-being.
- Comply with statutory requirements, taking into account equality implications.
- Develop and maintain a positive health and safety culture through communication and consultation with staff and their representatives on health and safety matters.
- Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are encouraged to seek any help and support they need.

Roles and responsibilities

The Senior Leadership Team, governing body, teaching and non-teaching staff, will work towards an ethos where everyone is valued, where respect, kindness and honesty are the cornerstones of all school relationships and where health and well-being are seen as important. We expect all staff to treat confidential information sensitively and in-line with school policy.

The governing body will:

- 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
- Appoint a health safety and wellbeing governor to oversee these obligations
- Monitor and support the wellbeing of the headteacher
- Make decisions and review policies with staff wellbeing in mind, particularly in regard to workload
- Provide a range of strategies for involving staff in the school decision making processes.
- Ensure that resources and support services are in place to promote staff wellbeing.
- 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

The headteacher will:

- Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff and workplace unions.
- Foster a supportive work environment, operating in a fair and consistent manner.
- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- 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.
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.
- Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- Ensure that all staff have access to resources on health and wellbeing in schools, including mental, physical and emotional wellbeing issues.
- Demonstrate commitment, via systems and practices in place to employees maintaining a good work/life balance and ensure that such practices are communicated to all staff.
- Make sure that the efforts and successes of staff are recognised and celebrated
- Conduct surveys of staff, including a section on health and wellbeing, and share and act upon results.

- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring

The headteacher implements these responsibilities in partnership with the support of the senior teacher.

The Senior Leadership Team will:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Foster a supportive work environment, operating in a fair and consistent manner.
- Provide a non-judgemental and confidential support system to their staff
- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- 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.
- Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- Attend regular training on health and wellbeing in schools.
- Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.
- Demonstrate commitment to staff by encouraging a good work/life balance.

Members of staff should:

- Value all members of staff in the school, acknowledge the important role that each and every one takes, treat one another with honesty, respect and kindness.
- Be committed to the ethos of staff well-being, keeping in mind the workload and well-being of others.
- Contribute to the ethos and social aspects of school life where possible, to enhance morale and effective team spirit.
- Be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Take care of their own health and safety at work and communicate with their line manager when they think they are experiencing a problem.
- Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.
- Consider wellbeing support mechanisms offered; e.g. counselling.
- Take part in training on health and wellbeing issues.
- Develop and respect shared areas so that there is an appropriate space to relax.
- Continue to arrange medical appointments outside of school hours unless absolutely necessary.

Procedures to promote staff wellbeing:

- Weekly communication via Staff Bulletins.
- Continuing professional development for all staff.
- Performance management to discuss performance development.
- Care, support and guidance conversations to support wellbeing.
- All staff encouraged to contribute to the School Development Plan.
- All staff invited to INSET days and Professional Learning meetings.
- Recognition on staff birthdays/special occasions.
- Administrative staff are to support the wider workforce.
- Consultative staff meetings held once a term to give staff the opportunity to voice concerns and to have their views sought. The Headteacher responds to these through staff briefings.
- Good communication systems to limit stresses potentially caused by lack of clarity.

Managing specific wellbeing issues

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.

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, such as counselling or occupational health services
- 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.

Monitoring arrangements

This policy will be reviewed every three years by the Headteacher. At every review it will be approved by the Full Governing Body.

Links with other policies

This policy is linked to our:

- Appraisal policy
- Staff code of conduct
- Capability policy
- Disciplinary policy
- Grievance policy

COVID-19

The spread of COVID-19 and the response measures will impact on health and well-being within the school community. These go beyond the immediate risk of infection. Social distancing and self-isolation will impact on physical and mental and emotional health, while all members of the school community will be faced with the risk or reality of losing loved ones.

To support staff, the protective measures we have put in place are:

- Regular telephone / email contact to all staff to keep in touch and check on their well-being.
- Keeping staff informed and updated with DFE and Local Authority guidance.
- Access to external agencies such as counselling, mediation and occupational health services.
- Risk assessments for vulnerable and shielding staff members.
- The continuation of professional learning opportunities for all staff.
- Sensitive planning and timetabling of staff rotas.

Useful Websites/ Contacts

The School's Employee Assistance programme:

www.carefirst-lifestyle.co.uk

Username: ssc001 Password: oice1234

Acas - information on stress, and employer and employee rights, in the workplace - www.acas.org.uk

Alcoholics Anonymous - fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism - www.alcoholics-anonymous.org.uk

Boing Boing – resilience - <https://www.boingboing.org.uk/>

Carers UK - the voice of carers - www.carersuk.org

CBI - guidance to businesses on managing stress at work - www.cbi.org.uk

Department of Health - information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT) www.gov.uk/government/organisation/departments/department-of-health

Dignity at Work Partnership - information and guidance on bullying in the workplace - www.dignityatwork.org

Education Support is the only UK charity dedicated to supporting the mental health and wellbeing of education staff in schools, colleges and universities - <https://www.educationsupport.org.uk/> Free 24/7 confidential helpline available to all staff 08000 562 561

The Equality and Human Rights Commission - the commission is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society - www.equalityhumanrights.com

Gingerbread - gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales - www.gingerbread.org.uk

HSE - information on the stress management standards - <http://www.hse.gov.uk/stress/standards/>

Mind - mental health support - <https://www.mind.org.uk/>

Mindful Employer - information and guidance on managing stress and mental health in the workplace - www.mindfulemployer.net

NEU - information on a whole range of issues related to stress and wellbeing - <https://neu.org.uk/>

NHS 111 - National Health Service advice and guidance on health matters - <http://www.nhs.uk/111>

Princess Royal Trust for Carers - Here to improve carers' lives by fighting for equality and recognition for carers. <http://www.carers.org>

Relate - UK's largest provider of relationship counselling and sex therapy - <http://www.relate.org.uk>

Samaritans - offers confidential, non-judgemental support to individuals <https://www.samaritans.org/samaritans-cymru/>

Teacher Support Network - https://www.cpdsewales.org.uk/cpd/content_detail.asp?contentid=370

Young Minds - caring for the wellbeing of teachers and school staff <https://youngminds.org.uk/resources/school-resources/caring-for-the-wellbeing-of-teachers-and-school-staff/>