



### **Staff Wellbeing Policy**

<b>Status</b>	Current Policy
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<b>Date agreed by Governing Board:</b>	May 2024
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<b>Review Cycle</b>	Every Three Years
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<b>Next Review</b>	May 2027
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<b>Lead Staff</b>	Deputy Headteacher
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<b>Link Governor</b>	<b>Rachel Lucey</b>
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<b>Chair of Governing Body</b>	Alex Krutnik
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<b>Headteacher</b>	<b>Jane Hatwell</b>
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## ***Mission Statement***

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

## ***Rights Respecting Schools***

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practiced, respected, protected and promoted.

Stone Bay is a Rights Respecting School

As a Rights Respecting School we recognise that our staff play a vital part in ensuring our pupils are able to access and enjoy their rights and their welfare is paramount to this.

## Introduction

As the employer of staff at Stone Bay School the Governing Board recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher and line managers in Stone Bay School.

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Absence and Ill health Policy;
- Stress Management Policy;
- Health and Safety Policy;
- Equality Policy;
- Anti-Bullying Policy/Procedure;
- Grievance Policy
- Managing allegations against staff policy.

All other relevant employee policies and statutory policies can be found through this link [Policies](#)

## Aims

This policy aims to:

- 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 that staff understand their role in working towards the above aims
- Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.
- Recognise the key role of the Headteacher/Senior Leaders/Line Managers for their responsibilities by enabling access to guidance, training and support.

- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- Comply with all statutory requirements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their trade union 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 supported in order that they may seek any help and support they need.
- Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.
- Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

## ***Promoting Wellbeing at all Times***

### ***Role of 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
- Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress
- Report honestly about their wellbeing and let other members of staff know when they need support
- Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager or named individual
- Consider wellbeing support mechanisms offered by Stone Bay School; e.g. counseling.
- Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

## ***Role of Line Managers***

**Line managers are expected to:**

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to 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 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're absent for long periods
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation

## ***Role of Senior Staff***

The Deputy Head teacher is the Mental Health and Wellbeing lead.

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
- Develop and monitor a Risk Assessment to establish whether the School's policies and procedures are sufficient to enable compliance with the HSE's "Management Standards" in relation to the management of work related stress. Where gaps in arrangements are identified, the Deputy Headteacher will consult so that the necessary action can be taken to address any gaps identified in the school's policies and procedures.
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and 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

- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Ensure that an absence and ill Health policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- 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 regular training sessions on health and wellbeing in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- 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

### ***Role of Health and Safety and Well-being Committee***

- Ensure that the Staff Wellbeing Policy is kept under review and updated as appropriate.
- Organise appropriate activities to promote health and wellbeing.
- Champions of Health and Safety across the school

### ***Role of the 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 headteacher
- 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 regards 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

The Link Governor for Staff well-being is Rachel Lucey

### ***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
- Encourage staff member to complete a Staff Wellbeing action plan [Action Plan](#)

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

### ***Counselling***

All staff have access to free Counselling this can be provided where appropriate through Staff Care Services. This is a confidential, independent service using professionally qualified counsellors. Staff can access this service by contacting; Staff Care Services, our free and confidential employee assistance and well-being provider. Telephone 03000 411 411 or email: [supportline@kent.gov.uk](mailto:supportline@kent.gov.uk)

### ***Occupational Health***

Stone Bay School has access to Occupational Health Professionals through Staff Care Services. A referral to Occupational Health will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work.

### ***Teacher Support Network***

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 24 hour support line, staff can call 08000 562 561, or for more information go to <http://teachersupport.info/>

### ***Monitoring Arrangements***

This policy will be reviewed regularly by the Health and Safety and Wellbeing committee

The Deputy Head Teacher will review this policy every 3 years.

At every review, it will be approved by the full governing board.

### ***Useful Websites***

Acas [www.acas.org.uk](http://www.acas.org.uk)

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

Alcoholics Anonymous [www.alcoholics-anonymous.org.uk](http://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.carersuk.org](http://www.carersuk.org)

The voice of carers

CBI [www.cbi.org.uk](http://www.cbi.org.uk)

Guidance to businesses on managing stress at work

Department of Health [www.gov.uk/government/organisation/department-of-health](http://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](http://www.dignityatwork.org)

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

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.

Gingerbread [www.gingerbread.org.uk](http://www.gingerbread.org.uk)

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.

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



Information on the stress management standards

Local Government Employers [www.local.gov.uk](http://www.local.gov.uk)

Guidance for all councils on stress prevention and management

Mindful Employer [www.mindfulemployer.net](http://www.mindfulemployer.net)

Information and guidance on managing stress and mental health in the workplace

NASUWT [www.nasuwt.org.uk](http://www.nasuwt.org.uk)

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

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

National Health Service advice and guidance on health matters

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

Here to improve carers' lives by fighting for equality and recognition for carers.

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

UK's largest provider of relationship counselling and sex therapy.

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

Offers confidential, non-judgemental support to individuals.

Teacher Support Network

<http://teachersupport.info>

Work Life Balance Centre <http://www.worklifebalancecentre.org>

Exists to help people restore control over their workload and working lives we enable them to cut down overworking and so make new decisions about how they spend their time.

World Health Organisation [http://www.who.int/occupational\\_health/publications/en/oehstress.pdf](http://www.who.int/occupational_health/publications/en/oehstress.pdf)

Publication on work organisation and stress