



Wellbeing Policy

Adopted On:	February 2020
Review Date:	February 2023
Review Frequency:	Every 3 Years
Approved By:	Headteacher

Introduction and Purpose of Policy

This policy is intended to outline the ways in which Moss Lane Governing Body, senior leaders and employees can work together to enhance staff health and wellbeing, ensuring that the school is a safe, caring and positive place to work.

The Governing Body has legal responsibilities as an employer under health and safety legislation and its duty of care to support health at work is reflected in a number of policies and procedures.

These include: -

- Health and Safety Policy
- Equal Opportunities Policy
- Attendance & Management Procedure
- Staff behaviour Policy
- Grievance Procedure
- Whistleblowing Policy
- Special Leave of Absence Policy
- Fairness and Dignity at work Policy

These policies, and others which relate to staff, can be accessed via the school office or staff share policy file.

We all aim high and we expect the highest commitment by staff to promote the best possible learning and progress for the children in our care, however this should not come at the cost of anyone's mental or physical well-being. We value our teachers as professionals and aim to create a sustainable approach to work so that everyone can thrive.

We believe:

- Staff are our most precious resource
- There is too much unnecessary paperwork in schools
- Systems should be streamlined and support all staff and pupils
- A positive and happy work place is key to great success

Policy Statement

The Governing Body is committed to promoting the positive mental, physical and emotional wellbeing of its staff and recognises that enhancing individual wellbeing offers benefits not just to our staff but also our pupils and the wider community.

In particular, the Governing Body is committed to:

- Identifying and managing risks to the health and wellbeing of staff through putting in place appropriate measures backed up by suitable support and training.
- Promoting a healthy culture in which employees and line managers are aware of mental and physical health issues at work, particularly the demands of workload, and communicate openly and respectfully with one another on a regular basis.
- Ensuring that all employees understand the role they play in demonstrating healthy behaviours, recognising the signs of deteriorating health and being proactive in seeking support for themselves and others when needed.
- Ensuring that members of staff are aware of the sources of support, internal and external, which are available to them and that all health matters will be dealt with confidentially.

This policy applies to all employees working for Moss Lane School.

Aims of the policy

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- To 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.
- To 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.

- To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To respond sensitively to external pressures which affect the lives of staff members.
- To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
- To improve staff development, co-operation and teamwork by creating effective leaders.
- To make staff members aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.

Roles and Responsibilities

The Governing Body

- The Governing Body is responsible for overseeing the wellbeing strategy, monitoring the effectiveness of this policy and for ensuring that appropriate policies and procedures are in place to ensure the health and wellbeing of staff at work.
- Will 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.
- Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.
- Will provide a range of strategies for involving staff in the school decision making processes.
- Will review the demands on staff, and seek practical solutions wherever possible.
- Will provide personal and professional development such as stress management, team building, etc.

The Headteacher

- Is responsible for the implementation of the wellbeing strategy and relevant policies and procedures as well as for ensuring that those with line management responsibilities are suitably skilled to support those they manage in an empathetic and constructive way, with due regard to mental, physical and emotional wellbeing issues.
- Will appoint a staff Wellbeing Champion who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The Wellbeing Champion will also ensure that school policies and procedures reflect this aim
- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will 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.
- Will 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 our school's Absence Management Policy.
- Will ensure that there is clear communication between staff and management with regards to all areas of school life.
- Will 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.
- Will conduct risk assessment for work-related stress in consultation with senior staff.
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

Staff members

- Line managers are responsible for supporting the Headteacher in implementing the wellbeing strategy, using policies and procedures fairly and consistently, working with their staff to understand and address daily pressures, monitoring workload and supporting staff appropriately to their needs, taking prompt action where there are signs of work-related stress or other health concerns.
- All staff, including the Headteacher and line managers, are responsible for role-modelling healthy behaviours, treating others in a caring and respectful way and seeking support for

themselves or others when experiencing difficulties which may be impacting on mental or physical health.

- Will make themselves aware of the school's policies on Capability, Special Leave of Absence, Staff Attendance etc.
- Will 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.
- Will 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.
- Will identify opportunities for development and take advantage of those offered by the school.
- Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.
- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

Practical actions to support new staff

- All staff will be given a school orientation
- Decide who will be the supporting person for the new role.
- Hold an initial discussion of roles.
- All new staff will receive the staff induction handbook and buddy book. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.
- All staff will be made to feel welcome and given as much support as required.
- At the end of the first week of employment, new staff will have a review about how they have got on and answer any questions.
- All new staff will have a review chat about how things are going with their Line Manager. Additional chats may be scheduled at 6-months and/or a year.

Procedures for handling issues of wellbeing

- The Senior Leadership Team must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.
- The Senior Leadership Team 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.
- Where additional, professional advice is required, the school has contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.
- Where necessary, staff should be encouraged to use the confidential counselling service. (Employee Assistance Programme) Tel:0800 028 5147 This service provides staff with serious concerns to obtain advice and support day and night.
- 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. In some cases, this may include external support such as the teacher helpline or support from the Local Authority e.g. counselling.
- 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.

Wellbeing Strategy and Initiatives

The School has put in place a wellbeing strategy which is focussed on addressing those matters which have been identified as priorities for improvement as well as promoting healthier lifestyles. This will be supported by initiatives which aim to raise awareness of wellbeing issues, offer practical support or advice to staff, address training needs and/or seek feedback (e.g. through staff surveys

or discussion groups). These will be reviewed and, where necessary, adjusted each year in line with changing needs.

Support Mechanisms

Various support mechanisms are available to employees and these are periodically reviewed. The following are currently available:

- Access to an Employee Assistance Programme (EAP) which offers practical support, information and resources on stress management, work-life balance, relationship and family issues, financial worries, bereavement and other life changes.
- Fast access to telephone or face-to-face counselling support through the Employee Assistance Programme
- Access to occupational health support through our provider, offering independent, impartial advice on the effects of work on an employee's health and vice versa.
- More information on the EAP is available to all employees from the school Business Manager.

The School has also appointed a Wellbeing Champions. This individual is responsible for: -

- The promotion of wellbeing, including distribution of information;
- Signposting relevant health and wellbeing services to line managers and employees;
- Reporting to Headteacher and Governing Body on wellbeing issues and initiatives;
- Providing basic Mental Health First Aid to someone experiencing a mental health issue or crisis

Status of Policy and Review

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

External Sources of Support

There are many sources of external support for employers, line managers and employees. A selection of these is provided below:

https://www.mentallyhealthyschools.org.uk	Mentally Healthy Schools is a website for primary schools, offering teachers and school staff information, advice and practical resources to understand and promote pupils' and staff mental health and wellbeing.
https://www.mentalhealthatwork.org.uk/	Mental Health at Work is an online gateway to resources, training and information with the aim of changing the way workplace mental health is approached. It's funded by The Royal Foundation with Heads Together and developed by Mind and 11 key partners from the world of business and mental health, including the Chartered Institute of Personnel and Development.
https://www.annafreud.org/	The Anna Freud National Centre for Children and Families is a charity with the aim of transforming current mental health provision in the UK by improving the quality, accessibility and effectiveness of treatment. The centre has produced a useful resource in collaboration with the Schools in Mind learning network, "Ten steps towards school staff wellbeing", which promotes staff wellbeing in schools.
https://mhfaengland.org	Best practice guidance for employers on how to implement Mental Health First Aid in the workplace. MHFA England training is a key component for creating a safe, healthy workplace where the mental health and physical health of

	employees are valued equally. It gives people the tools to support their own mental health and that of their colleagues and encourages them to access timely support when needed.
https://www.mind.org.uk	Mind is a charity that provides advice and support to empower anyone experiencing a mental health problem.
https://www.educationsupportpartnership.org.uk	This charity provides a free helpline available to all teachers, lecturers and staff in education (primary, secondary, further or higher education) in England, Wales and Scotland.

Appendix

Where possible we aim to support staff with: -

- ✓ Teaching load – all teachers have their PPA in one block and where possible we aim to timetable it so that year groups have their PPA at the same time.
- ✓ Staff can work at home during their PPA time once a term with permission of HT.
- ✓ Give feedback however we think best, with the aim of spending no more than an hour on any class set of books.
- ✓ Non-hierarchical approach to CPD, there are things senior leaders can learn from an NQT and vice versa
- ✓ Continuing professional development for all staff that is bespoke, targeted and useful.
- ✓ Trusting teachers to decide the best approaches for their pupils.
- ✓ Not put pressure on staff to put on a "show". A culture of typicality is reinforced by no lesson grading.
- ✓ Teaching and Learning is a priority.
- ✓ Comprehensive support for NQT's with dedicated mentors, regular meetings.
- ✓ Support for NQTs and RQT teachers to support with resilience etc.
- ✓ Additional PPA time given to senior leaders where ever possible.
- ✓ Additional time for Subject leaders is available on request.
- ✓ Weekly communication via Friday morning staff briefings.
- ✓ Social events.
- ✓ Appraisal is tailored to individual needs. Data targets are not used punitively but aspirational.
- ✓ All staff encouraged to contribute to the School Development Plan.
- ✓ One INSET Day of the year includes a treat e.g. lunch as well as a working morning.
- ✓ One INSET day for report writing.
- ✓ There are no prizes for looking busy or staying late- work in way that suits you and make sure you make time for yourself and your family.
- ✓ Open door senior leadership- no concern is ever too small.
- ✓ 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 the morning briefing.
- ✓ A reduced marking and feedback policy. Marking is for the children and no one else.
- ✓ Homework – no expectation for this to be marked.
- ✓ Autonomy given and no micro-managing, within our shared values and strategy. We trust our staff.
- ✓ Seasonal events for everyone to show their less serious side e.g. World Book day, Christmas Jumper day, Mufti days etc.
- ✓ Lesson observations will not be graded. Observation/ drop-ins will be based on supportive professional curiosity and sharing of good practice.
- ✓ Learning trios/duos for Class Teachers. Regular in-house training for LSAs within school hours.
- ✓ No expectation to read or send emails in the evenings and at weekends.
- ✓ Staff are encouraged to work as a team, share resources and co-create.
- ✓ Supporting staff with leave of absences – Refer to special leave of absence policy
- ✓ End of term half day closure.
- ✓ Data capture is in a simple format, no fancy database or software.
- ✓ No formal lesson plans or style of planning expected.
- ✓ ICT support – on site weekly and remotely when required.
- ✓ Meetings are focused on Teaching and Learning or strategy. They should finish on time 5pm and be worthwhile.
- ✓ A culture of trust not fear.
- ✓ No staff meeting during parents evening weeks.
- ✓ Reduced School Development Plan so that the strategic focus is clear.
- ✓ Open culture of feedback, we talk about and acknowledge challenges and where we could do better.
- ✓ We don't jump on bandwagons – new initiatives have to work for us first.
- ✓ Buy back into the Employee Assistance Service so that all members of staff can access a team of trained wellbeing and counselling practitioners.
- ✓ School pay for refreshments.

- ✓ Adult chairs for all adults working in the classroom if they require.
- ✓ Professional curiosity is encouraged as are visits to other schools.
- ✓ An annual calendar of meetings, deadlines and events will be provided to staff so that they can plan ahead and manage their workload in such a way as to help maintain a satisfactory work/life balance.
- ✓ Consultation with staff will also include the timings of INSET, report schedules, parents' evenings, sports days, classroom observations and other activities and events that might impact on work/life balance.
- ✓ If, because of unexpected pressures, a member of staff recognises that they may not be able to meet a particular deadline then they should inform their line manager at the earliest opportunity to discuss how they can be supported in completing the task.