

Staff Health and Well-being Policy

This policy was reviewed by Governors

Signed by: *J Thomas*

Chair of Governors

Signed by: J St Pierre

Headteacher

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Introduction

Plaistow Primary School recognise that the staff are their most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community.

There is a relationship between healthier more positive staff, pupil achievement and school improvement.

There are employer duties to staff that require sensitive staff policies and practice. Upon employment each staff member will be given access to the Attendance Policy; Staff Handbook; Code of Conduct and other staff policies which are kept on the staff area.

The purpose of this policy is to provide a document that embraces the many school practices that support staff health and wellbeing, to minimise the harm from stress and ensure that there is cohesion and progress in working towards the health and wellbeing of all staff.

Aims

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

1.2 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.

1.3 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.

1.4 To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.

1.5 To respond sensitively to external pressures which affect the lives of staff members.

1.6 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.

1.7 To improve staff development, co-operation and teamwork by creating effective leaders.

1.8 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

The governing body:

2.1.1 Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.

2.1.2 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.

2.1.3 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.

2.1.4 Will provide a range of strategies for involving staff in the school decision making processes.

2.1.5 Will review the demands on staff, and seek practical solutions wherever possible.

2.1.6 Will provide personal and professional development such as stress management, team building, etc.

The Headteacher:

2.2.1 Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

2.2.2 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.

2.2.3 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.

2.2.4 Will ensure that there is clear communication between staff and management with regards to all areas of school life.

2.2.5 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.

2.2.6 Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.

2.2.7 Will monitor and review any measures that are planned, and assess their effectiveness.

2.2.8 Will conduct risk assessment for work-related stress in consultation with senior staff.

2.2.9 Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

Staff members

2.3.1 Will make themselves aware of the school's policies on Capability, Bullying and Harassment, Staff Attendance etc.

2.3.2 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.

2.3.3 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.

2.3.4 Will identify opportunities for development and take advantage of those offered by the school.

2.3.5 Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.

2.3.6 Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

Actions to support new staff

Practical actions to support new staff

- All staff will be given a school induction by a member of the SLT. (see induction policy)
- All new staff will receive the staff induction pack/staff handbook. 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.
- All staff are to be issued with a name badge on arrival on their first day.
- At the end of the first week of employment, new staff will have a review with a senior member of staff.
- All new staff will have a 3-month review interview with their Line Manager. Additional reviews may be scheduled at 6-months and/or a year.

Procedures for handling issues of wellbeing

2.4 The Senior Leadership Team (Headteacher, Deputy Head, and other managers) 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.

2.5 Where additional, professional advice is required, the school has contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.

2.6 Where necessary, staff should be encouraged to use the medical and well-being support available from SAS (School Advisory Service) through the staff absence insurance. This service allows staff to obtain confidential advice and support outside of the workplace. (download the app at schooladvice.co.uk)

2.7 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, the medical and wellbeing support app or support from the Local Authority e.g. counselling.

2.8 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

- Free tea and coffee
- Dress down days
- Staff breakfast
- Social events
- Secret Santa
- Free sandwiches on parents evening
- Bring-a- dish events
- Food provided on at least one whole school INSET day
- Policy consultation e.g. marking and feedback
- Encouraging a work life balance
- Leaders have an open door policy
- PPA time given in year groups
- Extra time given e.g. for data or longer term planning
- Regular, on-going training so staff have the right skills for their jobs
- Management time
- Random chocolates/treats in staffroom
- Ready-made resources
- Easy report system
- Online homework- no marking needed
- Access to staff counselling
- Good teamwork/ supportive staff
- Detailed/organised timetable, events details given well in advance
- Weekly bulletin and weekly staff briefing.
- Supportive performance management
- Staffroom for staff member to relax, work and support colleagues