

STAFF WELLBEING POLICY

Reviewed and approved by Governing Board – 17/11/2022

To be reviewed biennially.

Next review – Autumn term 2024

1. Introduction

The governing board and the school recognise that they have a duty to ensure the health, safety and welfare of its staff, as far as reasonably practicable. It is also required to have in place steps to manage those factors that could harm staff members' physical and mental wellbeing, which includes work-related stress. This duty extends only to those factors which are work-related and within the school's/board's control.

This policy accepts the Health and Safety Executive definition of work-related stress as "the adverse reaction a person has to excessive pressure or other types of demand placed on them". There is an important distinction between 'reasonable pressures' which stimulate and motivate and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

The Health and Safety Executive have developed a set of Management Standards which cover the primary sources of stress at work, and that if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. These are:

- **Demands.** Workload, work patterns and anything within the work environment that adds to the demands that staff face, including deadlines, student behaviour and parents.
- **Control.** How much say a staff member has in what they do and how they are able to do their work.
- **Support.** Including the sponsorship and resources provided by the school, and encouragement of leaders, line managers and colleagues.
- **Relationships.** Including how positive working behaviours are promoted to avoid conflict and effectively dealing with unacceptable behaviour.
- **Role.** Including the extent to which staff understand their role within the school, how this fits with that of their department or function and the aims of the school and whether leaders ensure they do not have conflicting roles.
- **Change.** Includes how well organisational change (large or small) is managed and communicated within the school.

2. Statement of Intent

The governing board and school's senior managers acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a persuasive business case, as well as a moral and legal duty for taking steps to promote staff wellbeing as far as reasonably practicable.

We are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with fairness and dignity, and can work at their optimum level.

We also recognise that work-related stress has a negative impact on staff wellbeing, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

This Staff Wellbeing Policy expands upon the School's Health and Safety Policy, setting out how the school promotes the wellbeing of staff by:

- Creating a working environment where potential work-related stressors are understood and mitigated as far as practically possible through good management practices, effective Local Authority Human Resources policies and staff development.
- Increasing managers' and staff members' awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Developing the competence of managers through introducing them to the competencies proven to prevent and reduce staff stress.
- Engaging with staff to create constructive and effective working partnerships, both within teams and across the school.
- Establishing working arrangements whereby staff feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work effectiveness as a means of reducing their own stress and that of their colleagues.

3. Responsibilities for implementing the Staff Wellbeing Policy

3.1 The Headteacher and the school's senior managers will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the school.
- Champion good management behaviours as set out in the competencies proven to prevent and reduce staff stress. and the establishment of a work ethos within the school. This should discourage assumptions about long term commitment to working hours of a kind likely to cause stress and which enables staff to maintain a reasonable 'work-life balance'.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting staff on any changes in the school, to management structures and working arrangements at both a school-wide and departmental and Team level.

3.2 Team Leaders will:

- Treat individuals reporting to them with consideration and will promote a culture of mutual respect in the Teams they manage. They will quickly and effectively deal with unacceptable behaviour and will take decisive action when issues are brought to their attention.

- Ensure that there is good communication within their Team and there are opportunities for individuals to raise concerns about their work, seeking advice from the Staff Wellbeing Committee or the Health and Safety Committee) at an early stage where concerns are raised.
- Adhere to the management principles set out in school policies and procedures, and the competencies proven to prevent or reduce staff stress.
- Ensure workload is distributed equitably and fairly among their Team and that when work is delegated, team members have the necessary knowledge and skills to deliver it.
- Regularly check in with Team members, thanking them, encouraging them and offering praise when it is due.
- Take action in the interests of all Team members, other colleagues and students to manage the underperformance of any individual staff member.
- Attend training as appropriate in order to increase their awareness of the causes and effects of work-related stress.
- Encourage their staff to participate in activities undertaken by the school to promote wellbeing and more effective working.

3.3 Staff will:

- Treat colleagues and others they interact with during the course of their work with fairness, consideration and respect.
- Co-operate with the school's efforts to implement the *Staff Wellbeing Policy*, attending briefings and raising their own awareness of the causes and effects of stress and poor wellbeing.
- Raise concerns with their Team Leader if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing.
- Be liable for their own health and wellbeing as far as is practically possible.
- Take ownership of setting out their own development plan and discussing this as appropriate with their line manager, as one of the means to enable them to work effectively in their team and reduce the risk of stress.
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.

3.4 Local Authority Human Resources Adviser will:

- Provide advice to the Senior Management Team and staff members on best practice in relation to human resource management, developing policies and procedures as required.
- Ensure that there are arrangements in place for communicating the content of the school's human resource management policies, procedures and toolkits to SMT and staff.
- Develop arrangements to enable SMT and staff to achieve the necessary competencies needed in relation to managing work-related stress and improving wellbeing.

- Ensure there are arrangements in place to support individuals experiencing stress, for example referring them to the *School's Occupational Health Advisers* where appropriate.
- Ensure there are arrangements in place to support appraisal managers experiencing problems with employee performance, including managing capability.
- Collate management information which will enable the school to measure its performance in relation to stress management and employee wellbeing, such as (insert or delete as relevant for your school):
 - Sickness absence data
 - Staff turnover and exit interviews
 - Cover periods provided
 - Number of self-referrals to the school's Reflective Supervision Counsellor
 - Number of referrals to the Employee Assistance Programme (Wellbeing Solutions)
 - Number of referrals to the Occupational Health Adviser
 - Numbers of grievance and harassment cases.

3.5 . The Governing Board and Headteacher will:

- Determine the *Staff Wellbeing Policy* and recommend its adoption by governors.
- Ensure that the *Staff Wellbeing Policy* is kept under review and updated as appropriate.
- Set up and receive reports on staff wellbeing, including analytical feedback from the annual *Staff Questionnaire*.
- Co-ordinate and deliver appropriate training and briefings to increase awareness of the causes and effects of work-related stress among managers and other staff.
- Assist and support managers to undertake local stress risk assessment where required.
- Organise appropriate activities to promote health and wellbeing.
- Consult with staff voice/union representatives via the Health & Safety Committee.
- Act as the main focus group for consulting on the effectiveness of the Staff Wellbeing Policy and the measures taken to implement it, including organising staff questionnaires in relation to wellbeing and work-related stress and validating findings of school-level risk assessments.
- Review the policy every two years following feedback from staff surveys, reviewing management information and the findings of stress risk assessments, and in consultation with the senior management team.

4. Arrangements for staff wellbeing and stress prevention

- Having clear job descriptions and person specifications to ensure staff members are clear on what is expected in their role and the right person is recruited where vacancies exist.
- Ensuring training and development procedures are in place so individuals have the necessary skills and competencies to undertake the tasks and duties required.

- Ensuring managers are aware of those behaviours proven to prevent and reduce staff stress and providing opportunities for them to self-assess against them and undertake training where appropriate.
- Having effective processes and procedures for; promoting, rewarding and recognising staff appropriately
- Managing performance and capability well
- Ensuring absence management and return to work procedures are fair and accountable to ensure that individuals are supported following illness.
- Monitoring and acting upon any harassment or bullying.
- Seeking staff feedback, including use of anonymous staff surveys.
- Flexible working arrangements and keep-in-touch days with staff on maternity leave.
- Making sure suitable adaptations are made for disability and accessibility.

5. School wellbeing systems (drawn to the attention of staff through posters and briefings)

- Encouragement to speak confidentially to Team Leaders and Leadership Team.
- Reminders to draw the Health & Safety Committee's attention to any safety concerns.
- Self-referrals to the school's Reflective Supervision Counsellor.
- Self-referrals to the Employee Assistance Programme (Wellbeing Solutions).
- Referrals to the LA Occupation Health Service.
- Meetings with the school's Staff Wellbeing Committee.
- Annual Staff Wellbeing Day.
- Christmas and end-of-year staff socials.

6. Consultation and communication

- The School will consult with staff on the Staff Wellbeing Policy and measures taken to implement the policy through the operation of the H & S Committee and Staff Wellbeing Committee.
- Staff surveys and other tools will be used to gather feedback on staff wellbeing.
- The views of individuals will be sought through the Teams structure.
- In those areas where Safety Representatives have been appointed by recognised Trade Unions under the provisions of Safety Representatives and Safety Committees Regulations 1977, these Safety representatives will also be consulted on the development of local stress risk assessments.
- Measures taken by the School to manage work-related stress will be communicated and promoted in school.
- The Staff Wellbeing Policy is published on the school website.

7. Other related protocols

- Health & Safety Policy
- Haringey HR Sickness Absence Management Procedure
- Staff Code of Conduct