



# Staff wellbeing policy

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## 1. 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

## 2. Promoting wellbeing at all times

### 2.1 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
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- 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

## 2.2 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 (in conjunction with the Deputy Head & Business Manager) 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

## 2.3 Role of Senior Leadership Staff

Senior Leadership team member Lorraine Collins is the link for staff wellbeing.

Senior Leadership Staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- 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 return to work interviews to support staff back into work
- 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
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- 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
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation

## 2.4 Role of the governing board

Governor responsible as the link for staff wellbeing are : Debbie Chivers and Charlotte Watson

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

## 3. 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
- Offering the services of the Norfolk Support Line
- 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.

## 4. Monitoring arrangements

This policy will be reviewed by the wellbeing staff group, following the staff wellbeing survey. At every review, it will be approved by the Full Governing Body

## **5. Links with other policies**

This policy is linked to our:

- Appraisal policy
- Behaviour policy
- Capability procedure
- Staff code of conduct
- Staff Leave of Absence procedure
- Fairstead Wellbeing Team – terms of reference



## **Fairstead Wellbeing Team Terms of Reference**

### **Purpose**

The wellbeing Team are a working group to assist and advise on actions to build and maintain the wellbeing of all school staff

### **Vision**

We are a school that has high expectations of performance for staff and children. Our vision is to create a culture of support, development, empowerment, constructive dialogue, openness and mutual respect to ensure that every opportunity is provided for staff and children to meet those high expectations while feeling supported in their workplace environment.

The Mental Health Foundation discusses wellbeing as:

*Wellbeing is defined by the Oxford English Dictionary as “the state of being comfortable, healthy, or happy.” However, it is important to realise that wellbeing is a much broader concept than moment-to-moment happiness. While it does include happiness, it also includes other things, such as how satisfied people are with their life as a whole, their sense of purpose, and how in control they feel.*

We will use this definition to support a consistent understanding of what wellbeing is in the workplace.

### **Main Functions of the group**

- To ensure the Health and Wellbeing policy, action plan and related work supports both the national and local health and wellbeing agenda.
- Ensure the schools action plan is adequately resourced and supported to deliver its outcomes
- To set strategic priorities which are determined from the wellbeing survey
- To facilitate discussion between all staff in developing the future direction and a vision for change for wellbeing
- To provide governors with updates on staff wellbeing
- To ensure appropriate evaluation and monitoring processes are in place for all work relating to wellbeing

### **Membership**

The Wellbeing Team comprises of a representative from each staff group:

- TA representative
- Support staff representative
- Teaching representative

The Headteacher and the Deputy Headteacher also meet regularly with the wellbeing Team.

### Frequency

The wellbeing Team will meet with the Headteacher and Deputy Headteacher a minimum of once every half term.

A meeting with each staff group will be held as a minimum termly. Attendance is optional for each member of the each staff group.

### Minutes

All meetings are minuted and actions identified which are then made available to all staff on the appropriate Microsoft Teams file.

<b>Reference - Legislation:</b> <ul style="list-style-type: none"><li>• Education Act 2002, Section 29 and 2011</li><li>• The Children Act 1996, Section 404</li><li>• Children and Social Work Act 2017</li><li>• Health &amp; Safety Act 1974 (Sections 2, 3 and 4)</li><li>• Equalities Act 2010 Schedule 10 and 2011 (Specific Duties)</li><li>• The Children and Families Act 2014, Sections 69, 100</li><li>• The School Staffing Regulations 2009, 2012</li><li>• The Data Protection Act 1998</li><li>• Education and Inspection Act 2006, Sections 88, 89</li><li>• Freedom of Information Act 2000, Section 19</li><li>• The Education (Pupil Registration) Regulations 2006, 2010, 2013</li></ul>	<b>Reference – Regulatory:</b> <ul style="list-style-type: none"><li>• School Inspection, Ofsted 2016</li></ul>
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