



# Health and Wellbeing Policy

Approved by:Governors **April'21**

Last reviewed on: **March'21**

Next review due by: **March'22**

## Introduction

- 1.1 As the employer of staff in St Elisabeth's CE Primary School, the Governing Body and Headteacher recognise the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher and line managers in St Elisabeth's CE Primary School. Throughout this document, reference is made to the responsibilities held by the Headteacher for operational purposes. Ultimate responsibility rests with the Governing Body/Headteacher.
- 1.2 The Headteacher/Governing Body of St Elisabeth's CE Primary School are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of 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 student progress.
- 1.3 Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Headteacher/Governing Body of St Elisabeth's CE Primary 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:

- Attendance and Absence Management Policy;
- Stress Management Policy;
- Health and Safety Policy;
- Equality of Opportunity Policy;
- Anti-Bullying Policy/Procedure;
- Harassment Procedure;
- Grievance Procedure;
- Whistleblowing Procedure.

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- Financial Probity Policy;
- Pay Policy;

- Performance Management Policies for Teaching and Support Staff;
- Information, Records and Copyright: Policies and Procedures;
- Behaviour Policy;
- Safeguarding Children;
- Shared Parental Leave Policy
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- Secondment Policy;
- Continuing Professional Development Policy;
- Disability Leave Policy;
- Flexible Working Policy;
- Alcohol/Drug Abuse Policy.

1.4 The Headteacher/Governing Body recognises the importance of workplace unions in promoting and maintaining a positive health and wellbeing environment.

### **Who This Policy Applies To**

2.1 This policy will apply to all employees working in St Elisabeth's CE Primary School.

### **Aims**

3.1 This policy aims to:

3.1.1 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.

3.1.2 Recognise the key role of the Headteacher/Senior Leaders for their responsibilities by enabling access to guidance, training and support.

3.1.3 Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.

3.1.4 Comply with all statutory requirements.

3.1.5 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.

- 3.1.6 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.
- 3.1.7 Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.
- 3.1.8 Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

## **1. Legislation**

- 4.1 Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:
  - The Health and Safety at Work Act 1974;
  - The Equality Act 2010;
  - Working Time Regulations;
  - Employment Rights Act 1996;
  - Employment Relations Act 1999.

## **2. Responsibilities**

### **5.1 HR Function shall:**

- 5.1.1 Provide the necessary professional advice, support and training to the Headteacher/Governing Body and School staff as and when required.
- 5.1.2 Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- 5.1.3 Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

## 5.2 The Employer/Governing Body shall:

- 5.2.1 Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for staff with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.
- 5.2.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.
- 5.2.3 Act early and provide consistent support.
- 5.2.4 Enlist the support of St James and Emmanuel Trust Academy HR function and Occupational Health, when appropriate, and ensure staff are able to access this support.
- 5.2.5 Ensure that staff roles and responsibilities are clearly defined.
- 5.2.6 Attend regular training on health and wellbeing in schools.
- 5.2.7 Ensure that all of St James and Emmanuel Trust Academy's policies are assessed for workload impact.
- 2.2.8 Take into account the equality implications of any policies introduced and monitor on a regular basis.
- 2.2.9 Develop a wellbeing strategy, in consultation with the workplace unions, to include a provision of benefits offered to staff.
- 2.2.10 Provide opportunities for staff to participate in free annual health checks, should they so desire.
- 5.2.11 Ensure the policy is monitored, evaluated and reviewed with the recognised workplace unions on an annual basis, in the light of changing needs and legislative frameworks.

### **5.3 The Principal/Headteacher shall:**

- 5.3.1 Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, workplace unions and the St Elisabeth's CE Primary School's health and safety committee.
- 5.3.2 Foster a supportive work environment, operating in a fair and consistent manner.
- 5.3.3 Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- 5.3.4 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- 5.3.5 Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.
- 5.3.6 Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- 5.3.7 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- 5.3.8 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.3.9 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.
- 5.3.10 Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.
- 5.3.11 Demonstrate commitment, via systems and practices in place in St Elisabeth's CE Primary School to employees maintaining a good work/life balance, and ensure that such practices are communicated to all staff.

5.3.12 Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

5.3.13 In consultation with the workplace unions, conduct an annual survey of staff, including a section on health and wellbeing, and share and act upon results.

#### **5.4 Senior Leaders/Line Managers shall:**

5.4.1 Foster a supportive work environment, operating in a fair and consistent manner.

5.4.2 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

5.4.3 Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.

5.4.4 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.

5.4.5 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

5.4.6 Attend regular training on health and wellbeing in schools.

5.4.7 Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

5.4.8 Demonstrate commitment to staff by encouraging a good work/life balance.

## **5.5 Staff should:**

- 5.5.1 Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager or named individual.
- 5.5.2 Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.
- 5.5.3 Consider wellbeing support mechanisms offered by St Elisabeth's CE Primary School; e.g. counselling.
- 5.5.4 Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- 5.5.5 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

## **3. Support Mechanisms**

### **6.1 Counselling**

- 6.1.1 Counselling can be provided where appropriate through St Elisabeth's CE Primary School's provider. This will be a confidential, independent service using professionally qualified counsellors.
- 6.1.2 Staff can access the Counselling Service by contacting St Elisabeth's CE Primary School.

### **6.2 Mediation**

- 6.2.1 In addition to the Counselling Service there is also a mediation service in order to assist employees to return to normal working relationships. Where this service is appropriate it will be discussed with the employees affected by the situation.

### **6.3 Teacher Support Network**

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

## 6.4 Occupational Health

6.4.1 The School has free access to the Occupational Health provider in Stockport until April and thereafter Manchester. This 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. The information given is entirely confidential and will not be shared with the Headteacher/Governing Body or members of staff within St Elisabeth's CE Primary school.

# Improving staff wellbeing and work-life balance: strategies at St Elisabeth's CE Primary School

At St Elisabeth's we believe that having a balance between carrying out all our professional duties/roles and home are important to ensure the well-being of the staff here.

We see the wellbeing of all the staff as part of their management responsibility. We aim to create a culture in which staff members feel encouraged to speak up when workload pressures are too much.

In order to consider the work load we have against the roles and jobs we have to do, we do the following:

- We offer senior leaders 2 hours dedicated Leadership time per week to carry out their leadership responsibilities
- The HT and DHT deliver a Collective Worship regularly that gives staff an additional 15 mins non-contact time
- The HT and DHT deliver a Collective Worship half termly that gives staff 40 mins non-contact time to complete tasks e.g. update Curriculum action plans
- Staff meetings are used to review current practice giving staff a voice
- Reflection time is built into 1-1 meetings when looking at books
- Staff can have access to counselling and Occupational Health support if required
- Individual Plans of support are put in place to develop skills and help staff in moving forward
- Coaching is offered by senior leaders.
- Time to share good practice is built into staff meetings
- During team check-ins, issues are discussed and brought to SLT meetings
- A staff meeting per half term is dedicated to data analysis
- TAs enter data into the SIMS system.
- Offering free flu jabs
- Ensure that absence management procedures are rigorous and fair, and address work-life balance and wellbeing issues
- Drop ins- staff don't make notes throughout the session.
- Appraisal meetings in teaching time.
- Pupil progress meetings in teaching time.
- Team planning meetings for curriculum planning- additional time given
- Planning support and feedback from Literacy and Maths consultants in teaching time.
- Offering flexible working arrangements and granting requests for leave wherever possible.

#### Create a supportive workplace culture

- Remind staff that speaking up is not a sign of incompetence - it's actually a strength to be willing to seek help before a crisis is reached
- Make sure staff know that no concern is too small to be taken seriously, and everyone has someone they can speak to

- Build consideration and discussion of wellbeing and work-life balance issues into the performance management process

### **AMENDMENTS IN LIGHT OF COVID19**

- TAs to read story at the end of the day
- TAs to take class down to lunch
- Old staffroom to be used as a staffroom - less time needed to walk over to the other building
- Walkie Talkies to support staff in various zones
- Staff meeting time given to prepare Remote Learning resources
- Time in lieu to prepare the above
- Providing staff with Collective Worship activities and follow up work
- TAs to lead discussion around Collective Worship
- Angie/Alison to lead CW on a weekly rota basis

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## 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