



# Staff Wellbeing Policy

**GEORGE STREET PRIMARY SCHOOL**

*"Where Learning Comes Alive"*

Approved by

Head Teacher: Angela Hughes

Governors:

Last reviewed on: 16th July 2024

Next review due by: Summer 2026

## **Statement of intent**

George Street Primary School wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance. George Street Primary School is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

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## **Aims of the policy**

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education and support 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**

### **The governing body:**

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

- 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.
- Will conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation.
- Will 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.
- Will monitor and support the wellbeing of the headteacher.

#### **The Headteacher with support from the SLT**

- 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 ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- Will monitor and review any measures that are planned, and assess their effectiveness.
- Will conduct risk assessment for work-related stress in consultation with senior staff.
- Will appoint a staff wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The co-ordinator will also ensure that school policies and procedures reflect this aim
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.
- Will monitor staff sickness absence, and have support meetings with them if any patterns emerge.
- Will conduct return to work interviews to support staff back into work.
- Will make sure that the efforts and successes of staff are recognised and celebrated.
- Will produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload.
- Will ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them.
- Will provide resources to promote staff wellbeing, such as training opportunities.

- Will promote information about, and access to, external support services, and make sure that there are clear routes in place to escalate a concern in order to access further support.

### **Staff members**

- Will make themselves aware of the school's Policies by reading those highlighted as part of the induction process.
- 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.
- Will treat each other with empathy and respect.
- Support other members of staff if they become stressed, such as by providing practical assistance of emotional reassurance.
- Use shared areas respectfully, such as the staff room or offices.
- Take part in training opportunities that promote their wellbeing.

### **Actions to support new staff**

- Practical actions to support new staff
- All staff will be given a school orientation by the Headteacher/SBM
- All new staff will receive the staff induction pack and Staff Guidance notes. 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.

### **Practical actions to support new roles**

- Decide who will be the supporting person for the new role.
- Hold an initial discussion of roles.
- Hold visits to school/class or environment of new role.
- Establish a pattern of coaching.
- Hold an end-of-first-week review with supporting person.
- Provide 1:1 support for new tasks.

- Hold a 3-month review interview with supporting person.

### **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 available. This service provides staff with serious concerns to obtain advice and support outside of the workplace.
- 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

### **Procedures to promote staff wellbeing**

- Weekly communication via morning staff briefings.
- Weekly diary on noticeboard in staff room.
- Continuing professional develop for all staff.
- Regular social events.
- Performance management for all staff including annual job description review
- All staff encouraged to contribute to the School Development Plan which is displayed in the staff room.
- All staff invited to INSET days.
- A paid well-being day offered to staff after working at school for 12 months in recognition on staff birthdays/special occasions etc.
- Staff room, teacher's working office and quiet areas for staff to work and support colleagues.
- Administrative staff are to support the wider workforce.
- Regular questionnaires distributed to give staff the opportunity to voice concerns and to have their views sought. The Headteacher responds to these following review with the Governors and SLT.
- Monthly wellbeing ideas sent out to all staff.
- Well-being service offered through our staff absence insurance.
- Giving staff time off to deal with a personal crisis
- Completing a risk assessment and following through with any actions identified.