Holy Family Catholic Primary School Staff Wellbeing Policy

Mission Statement

Our Catholic school sets out to provide an education that is God-centred. It is a community where everyone is valued, loved and respected by each other.

Our children are encouraged to give of their best in all they do, to understand their beliefs and to work and play happily together. They are further encouraged to express their God given talents and to show qualities of honesty, tolerance, forgiveness, caring and patience.

We value our place in the parish and aim to maintain our strong partnerships with parents, governors and the wider community.

We aim to work as a team in a partnership that is truly supportive and understanding of everyone's needs.

We seek to follow God's guidance of loving and caring for each other in the way he taught us and to uphold our school name, living each day as one happy and Holy Family.

Key people / dates

Designated Safeguarding Lead (DSL) team	Steve Tindall
Staff Wellbeing Lead	Anthea O'Neil
Mental Health Lead (if different)	Hannah Clark
Mental Health Governor link governor	Toni Fox
Date this policy was reviewed and by whom	November 2019 by SLT, Chair of Governors & Mental Health Lead
Date of next review and by whom	November 2021 as above

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Last updated November 2019

1.Policy Statement

Holy Family Catholic Primary School wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff are our most important resource and we seek to value our staff through personal and professional support, involvement in school decisions and access to professional development. Holy Family Catholic Primary School as an employer has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' 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 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.

This policy recognises that there are many sources of work related stress and that stress can result from the actions or behaviours of managers, employees or students.

We are 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 within a "no-blame" environment.

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.

This policy applies to all employees working in Holy Family Catholic Primary School. The School's performance on wellbeing and stress management will be assessed in the context of the HSE Management Standards.

2. Scope

This policy describes the school's approach to promoting positive staff wellbeing. This policy is intended as guidance for all staff including non-teaching staff and governors. It should be read in conjunction with other relevant school policies.

3. Policy aims

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education 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.
- 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
- 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 encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- To comply with all statutory requirements
- 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.

4. Legislation

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

5. Roles and Responsibilities

5.1 The Governing Body:

- Will take overall responsibility for the implementation of this policy while 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.
- Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.
- Ensure that staff roles and responsibilities are clearly defined.
- Ensure that all of Holy Family Catholic Primary School policies are assessed for workload impact
- Act early and provide consistent support
- 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.

5.2 The Headteacher and SLT:

- Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress.
- Foster a supportive work environment, operating in a fair and consistent manner
- 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.
- Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems, ensuring that a return-to- work policy is established in workplace that is supportive of staff both while absent and upon return to work.

- Will monitor and review any measures that are planned and assess their effectiveness.
- 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.
- In consultation with the workplace unions, conduct an annual survey of staff, focussed on health and wellbeing, and share and act upon results.

5.3 Staff:

- Will act in a manner that respects the health and safety needs of themselves and others whilst in the workplace and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or colleagues
- Will make themselves aware of all the relevant school policies e.g. Capability, Staff attendance, health and safety.
- Seek support or help if required. This includes understanding that a good relationship requires communication from both parties and therefore is important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

6. Support Mechanisms

- 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.
- Where additional, professional advice is required, then Occupational Health Professionals and other avenues including seeking support from Xavier CET HR team should be utilised.
- Where necessary, staff should be encouraged to use the free confidential counselling service from Education Support Partnership 0800562561.
- On joining the school and also moving to new roles the following support will also be offered:
    - ♦ All new staff will be given a school orientation and ensure that they receive the staff induction pack/staff handbook
    - ♦ All new staff will be made to feel welcome and given as much support as possible.
    - ♦ There will be reviews for new staff held throughout the first 6 months of employment
    - ♦ Discussion of new roles and expectations alongside support for new role and related tasks
    - ♦ We hold many social events for the whole school staff as well as parents. we also provide the community garden and cafe for reflection and socialising. We will also implement weekly opportunities for exercise for staff.

7. Arrangements for implementing the Wellbeing Policy

Arrangements for wellbeing and stress prevention through good management practices.

These include the following:

- Recruitment and selection procedures.
- Clear job descriptions and person specifications to ensure that the 'right' person is recruited for the job.
- Training and Development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.
- Promotion and reward procedures.
- Managing performance procedures
- Capability and absence management & return to work procedures to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability.
- Harassment and anti-bullying procedures.
- Procedures for communicating with employees on the work of the School and issues affecting their work.
- Flexible working arrangements, and contact days with staff on maternity leave.
- The arrangements will be updated and augmented as required and when deemed necessary by the findings of stress risk assessments.

8. Policy Review

This policy will be reviewed every two years as a minimum. The next review date is **01/11/21**
In between updates, the policy will be updated when necessary to reflect local and national changes. This is the responsibility of SLT, Governing Body & Mental Health Lead.