



Netherton Church of England Primary School Staff wellbeing policy

And as you wish that others would do to you, do so to them. Luke 6:31

Policy statement

This policy is intended to outline the ways in which we can work together to make sure our school is a safe, caring and happy place to work, which, if we get it right, can help to enhance individual wellbeing, through personal fulfilment and professional identity. This in turn will benefit our pupils, staff and our community.

We spend more daylight hours in work than at home, so it is important that we can have ownership of many of the decisions that affect us and that we have agency in our working lives. We can do this by taking responsibility for these actions and approaching the tasks in our own way. All our work should be healthy, safe and supportive and we have a responsibility to ensure our practices contribute to staff wellbeing.

To support the wellbeing of members of our school community, our priorities are reflected in our School Christian Values (respect, acceptance, positivity, perseverance, caring, fairness and forgiveness) and Ethos. Our vision is at the core of everything we do. We believe that if we live the vision, everyone who is part of the Netherton community will have a 'chance to shine'.

We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We welcome the general principles of the United Nations Convention on the Rights of the Child (UNCRC) and accordingly have regard in particular for the needs of children and young people who are disadvantaged and vulnerable, and their parents and carers.

Netherton C of E Primary school is committed to providing a safe, secure and supportive environment for all members of staff. With this in mind, this policy has been created to outline the steps that will be taken by the school to promote the mental and physical wellbeing of our staff.

All members of staff will be made aware of the warning signs that can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous and confidential manner.

This policy has due regard to relevant legislation, including but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

This policy will be implemented in conjunction with the following school policies:

- Health and Safety Policy
- Induction of New Staff Policy
- Attendance Management Policy
- Staff Absence Management Policy

Warning signs

All members of staff need to be aware of the warning signs that can indicate that a person may be having trouble managing stress.

The Headteacher will arrange training to help staff manage workplace stress.

Some of the behavioural indicators that are caused by stress include, but are not limited to, the following:

- Difficulty sleeping
- Changes in eating habits
- Increased smoking or drinking
- Isolation from friends and family

Some of the physical indicators caused by stress include, but are not limited to, the following:

- Tiredness
- Indigestion and nausea
- Headaches
- Aching muscles
- Heart palpitations

Some of the mental indicators caused by stress include, but are not limited to, the following:

- Indecisiveness
- Difficulty concentrating
- Memory loss
- Feelings of inadequacy
- Low self-esteem

Some of emotional indicators caused by stress include, but are not limited to, the following:

- Anger or irritability
- Anxiety
- Hypersensitivity
- Feeling drained and listless

The Role of the Governing Body

The governing body 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 the effective implementation of this policy.
- Recognise mental health issues and seek to manage staff mental health through risk assessments, surveys and early intervention.
- Ensure staff roles and responsibilities are clearly defined and monitored.
- Ensure that all school policies are assessed for workload impact.

The Role of Senior Staff including the SMHL

Senior staff are expected to:

- Create a positive and supportive atmosphere throughout the school.
- Be responsible for implementing CPD which equips staff with the tools to effectively manage stress.
- Aim to develop a sensitive performance management process that is linked to clear job specifications.
- Aim to include all staff in the school's decision making process.
- Organise extra support, if possible, for staff at times of increased stress, such as during Ofsted inspections.
- Ensure that all policies that affect staff wellbeing are properly adhered to and reviewed.
- Be responsible for authorising any staff absences, as well as granting extended leave. (HT)
- 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
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations in line management

- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services

The school business manager

The school business manager will:

- Encourage all staff to attend events and training opportunities that promote wellbeing and health.
- Provide information that helps staff to manage stress effectively.
- Ensure that regular contact is maintained with members of staff who are absent for long periods.
- Ensure new members of staff have received all the relevant information they require. This includes the procedures for raising concerns about wellbeing.

Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the following:

- Sickness and absence data
- Staff turnover
- Exit interviews
- Referrals to the counselling service
- Referrals to other mental health services
- Grievance cases
- Harassment cases

The school business manager will be responsible for monitoring all staff absences.

Senior management

- All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.
- All senior members of staff will attend events and training opportunities which promote wellbeing and health.

Role of all Staff

All staff are expected to:

- be responsible for acting in a way that maintains a healthy work/life balance.
- will act in a way that promotes a positive, supportive atmosphere throughout the school.
- are responsible for reporting honestly about their wellbeing.
- will, where possible, ask for help when they feel under pressure or stressed.
- will attend events and training opportunities which promote wellbeing and health.
- will not act in a manner which endangers themselves or others.
- will 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
- contribute positively towards morale and team spirit
- be mindful when sending work emails outside the working day or hours. Staff may choose to reply however this is their personal choice.

Stress reduction strategies

- A member of the governing body will be assigned as a wellbeing lead, taking overall responsibility for monitoring the wellbeing of staff – Richard Hackett

Reporting procedures

Two members of staff will be designated as wellbeing leads including the Senior Mental Health Lead (SMHL)

- Sarah Powell (SMHL)
- Lindsay Walton

If any member of staff wishes to raise a concern about wellbeing, one of the two Wellbeing Leads will be notified.

The Wellbeing Leads will provide the member of staff with information about the support that is available to them; this includes both within the school and outside sources.

The Wellbeing Leads will treat all cases confidentially. Real names of staff will not be used when wellbeing leads are reporting to the headteacher.

In some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed. If this is the case, staff will be made aware of the situation.

The Wellbeing Leads, in receipt of the concern, will investigate and report this to the headteacher.

The headteacher will decide whether any further action will be taken.

Monitoring and review

- The Headteacher will review this policy on an annual basis, and will make any changes necessary.
- All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Agreed by Governors on:

Review Date: **November 2024**