



Staff Emotional Health and Wellbeing Policy

Last approved: 25th August 2023

Approved by: Chairs Actions

Next review due: August 2026

Safeguarding Statement

BN1 Arts is a post-16 specialist provider, specialising in Music and the Creative and Performing Arts. All staff, volunteers and partners are committed to safeguarding the welfare of every person within BN1 Arts. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Guidance Documents:

The Health and Safety at Work Act 1974

The Equality Act 2010

Working Time regulations

Employment Rights Act 1996

Employment Relations Act 1999

BN1 Arts supports government expectations that learning providers should support pupils to be resilient and mentally healthy. BN1 Arts is committed to providing a safe environment that fosters trust and to create a culture that supports mental health.

Aims:

- To develop a whole college approach to wellbeing for both staff and students.
- To provide a holistic and multi-agency approach.
- To promote strong decision making and to encourage strong communication between all parties within and outside of the education setting.

Rationale

Education Support in conjunction with YouGov carried out a Teacher Wellbeing Index 2018. This found that more than three-quarters of teachers surveyed experienced work-related behavioural, psychological or physical symptoms and more than half were considering leaving the profession due to poor health. Senior leaders have been particularly hard hit with 80% suffering from work-related stress, 40% suffering from symptoms of depression and 63% considering leaving the profession – an issue, which unaddressed will leave many schools with no one to lead, motivate staff and maintain and improve educational outcomes.

BN1 Arts recognises and understands that:

There are statutory responsibilities placed upon them related to duty of care in employment but staff have the primary responsibility for managing their own health and wellbeing.

This policy should also be viewed alongside other policies and procedures in relation to duty of care as an employer to all members of staff, which may include (but are not limited to):

- Staff Code of Conduct Policy;
- Health and Safety Policy;
- Equality and Diversity Policy;
- Grievance Procedure;
- Whistleblowing Procedure.

How the policy will be communicated to staff

This policy can only impact upon practice if it is a (regularly updated) living document. It must be accessible to, and understood by, all staff at BN1 Arts and its Senior Leadership Team. It will be communicated in the following ways:

- Shared via email at the start of every academic year
- Available on the internal staff network/drive
- Available in paper format in the staffroom
- Part of the induction pack for all new staff (including temporary, supply and non-classroom-based staff)
- Integral to updates and training for all staff

Reviews of this policy will include input from line managers, helping to ensure further engagement.

Aim of the policy

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to students.
- To help ensure that BN1 Arts 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 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 students 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 developing 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.

Leaderships and Management

The Senior Leadership Team;

- Will 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 college 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 the 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 college, 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.
- Conduct a survey of staff every term which focuses on health and wellbeing, followed by the sharing of and acting upon results.

All 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 create unnecessary work for themselves or colleagues.
- Will make themselves aware of all the relevant policies e.g. Capability, Code of Conduct, 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 college at formal meetings and informal gatherings.

Support for staff

- The Senior Leadership Team must encourage and maintain 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 such as consultation with external agencies should be utilised.
- Where necessary, staff should be encouraged to use the free confidential counselling service from Education Support Partnership 0800 562561.

Upon joining BN1 Arts, as well as moving to new roles the following support will also be offered:

- All new staff will be given a 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.

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.
- Agreed knowledge, skills and behaviours for managers, to be cascaded through to all levels of management.
- 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 & return to work procedures to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability.
- Harassment and anti-bullying procedures.
- 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.