

Staff Wellbeing Policy

Impact Statement

At Pattishall Primary School, we recognise that wellbeing and performance are linked and aim to help employees to stay healthy and able to work. We aim for the impact of this policy to result in high staff retention, a positive work-life balance and improved wellbeing.

This policy covers the organisational obligations and responsibilities of managers and others for maintaining the health and wellbeing of all staff. It also includes the range of support mechanisms available to help employees.

Intentions

The school understands that:

Employee wellbeing is linked to organisational effectiveness.

Supporting staff in managing stress is important, and may include work related stress and/or non-work related personal stress from a number of factors outside the control of the school.

Stress and mental health conditions should not be seen as a sign of personal weakness but as something for everyone to manage.

Employees, where appropriate, should be involved in decision making and have control over their work.

All employees have their own responsibilities when it comes to maintaining their own physical and emotional health and wellbeing.

Good employee wellbeing leads to better health, reduced sickness absence, increased performance, improved morale and satisfaction, and lower staff turnover.

Our school has a **Wellbeing Action Plan** which includes the following strategic priorities to support employees to be:

Healthy in Body - *Be active every day and less sedentary while having a greater awareness of healthy behaviours and feel encouraged to make improved health choices*

Happy in Mind - *Experience positive mental health with the tools to manage any stressful situations and be able to access appropriate support in times of need*

Here in Work - *Feel like their wellbeing is considered and a part of everything we do and to feel that the workplace does not negatively contribute to their health. Managers are expected to support their staff and work with their teams to create a positive working environment.*

Implementation

To support the delivery of this strategy, the school will:

Identify and develop a range of indicators to measure wellbeing

Encourage staff to take responsibility for their own health and wellbeing

Provide and maintain a free Employee Assistance Programme including confidential counselling for employees

Ensure training is available for managers on managing stress and organisational change.

Provide advice and support to managers and employees throughout the school on health and wellbeing.

Identify any necessary reasonable adjustments to support employees with a disability, medical condition or any health related condition including mental ill-health.

Engage competent, specialist advice where appropriate.

Provide flexible working where possible.

Tackle bullying and harassment.

Provide well-being days for all staff

Wellbeing Annual Action Plan

Based on the strategic priorities above, a 'Wellbeing Action Plan' and initiatives will be developed each year so that clear actions can be identified/agreed, to prevent and manage risks to employee wellbeing. This will include providing appropriate training and individual support. We will also seek to foster a mentally healthy workplace by incorporating these principles into training for line managers along with regular initiatives to raise awareness of mental health issues at work.

Responsibilities

Managing health and wellbeing is the responsibility of both the school and each employee.

The Governing Body will:

Monitor, evaluate and review the Wellbeing Strategy and its associated priorities and plans

The Headteacher will:

Consider the impact of organisational decisions on employee wellbeing and where appropriate establish supportive measures.

Be aware of the key workplace issues that may cause harm to employees and consider the full range of preventative and supportive options.

Lead by example by promoting positive wellbeing within the school.

Lead the planning process for the school's annual strategic wellbeing priorities and actively respond and support the annual wellbeing risk assessment.

Provide access to training, resources and guidance to line managers on wellbeing issues, such as managing stress among teams and managing absence.

Line Managers will:

Monitor employees' roles and responsibilities to ensure they are manageable.

Monitor employees' working hours and holiday to ensure they work appropriate hours and take regular breaks.

Consult employees on changes that may have an effect on their health and wellbeing.

Be responsible for day-to-day absence management, including maintaining contact with absent employees and active case management of employees absent with mental ill health, for example, in planning return to work and reasonable adjustments etc.

Liaise with the relevant professionals including HR, Occupational Health and other medical professionals to ensure that employees on sick leave are supported to return, and in returning to work; signpost employees to internal and external support services as appropriate to support employees who want to improve their health and wellbeing, including concerns over stress and mental health problems

Familiarise themselves with employee support services, for example the Employee Assistance Programme (EAP) online and telephone support and Occupation Health advice line.

Recognise how their management style can affect an employee's wellbeing and adjust accordingly.

Act as a role model and encourage employees to participate in wellbeing initiatives.

Employees should:

Take responsibility for their own health and wellbeing by adopting good health behaviours.

Support their own wellbeing by familiarising themselves with wellbeing related policies, engaging with workplace wellbeing initiatives, utilising their lunch breaks and minimising work time beyond their contracted hours.

Alert their line manager to health and wellbeing issues that may affect their work.

Access online support and training opportunities including making use of the Employee Assistance Programme online portal.

Seek advice and support from their trade union representative, as appropriate.

Support

There are a number of preventative and supportive measures available to managers and employees, for example through confidential counselling services:

Any Employee Assistance Programme school employees have access to;

The Education Support Partnership <https://www.educationsupportpartnership.org.uk/> telephone 08000 562561

REMPLOY <https://www.remploy.co.uk/> telephone 0300 456 8110

Related school policies include:

**Sickness & Absence
Health & Safety**

Review of the policy

This policy will be reviewed on an annual basis to ensure it meets the needs of the school and its Health and Safety obligations.