



**Respect**

**Creation**

**Fellowship**

**Wisdom**

**Hope**

# ARCHBISHOP BENSON C of E SCHOOL



## Mental Health and Wellbeing Policy

**Chair of Governors**

**Mandy Hoare**



## Introduction

At Archbishop Benson School, we are proud to be a Church of England school rooted in our local community. In keeping with our inclusive vision and values, we are committed to being the school of first choice for all local families providing an excellent education for all our pupils.

Our policies and procedures are focused on ensuring that we all enjoy and achieve within a nurturing and enriching school community.

### **Vision:**

With **fun and learning**, **hand in hand**, **all things are possible**.

"**I can** do **all things** through **Him** who strengthens me. (Philippians 4:13)

### **Values:**

**RESPECT**

**CREATION**

**FELLOWSHIP**

**WISDOM**

**HOPE**

### **Aims:**

To help fulfil this vision the school has the following aims:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- To provide a wide variety of activities, visits and special events which enrich children's learning

This policy sets out the framework for our School to provide a positive environment that promotes and support a positive state of mental health and wellbeing for our staff and those we work with.

The policy also aims to ensure those who are experiencing mental health issues are supported through a number of measures with respect, confidentiality and without discrimination.

***The school contact for Health & Wellbeing is Carolyn Power***

### **3.0 Policy Scope**

This policy applies to the entire school including staff and third party contract staff. Where applicable, due consideration should be given to our policy and its goals when dealing with people outside of our organisation.

## **4.0 Policy Aims**

### **4.1 The school plans to implement this policy to achieve the following aims:**

- To promote good mental health and wellbeing of all staff through effective communication of our policies and best practice.
- To increase the awareness of our staff regarding issues associated with mental health and wellbeing and to develop the skills and knowledge of: Governors, SLT, Phase Leaders and staff to deal with these issues.
- To provide support to staff experiencing a mental health problem while in employment and upon return from any absence, whilst preventing discrimination.

### **4.2 The school will promote a culture of good mental health and wellbeing to all staff as follows:**

- Through effective communication designed to raise awareness and understanding about mental health and wellbeing.
- By implementing measures at all levels of the organisation that provide a workplace and culture promotes good mental health.
- By listening to our staff and adapting workplace policies (as required) and implementing the policies and evaluating their effectiveness.

### **4.3 The school will provide knowledge and skills training to help Governors, SLT, Phase Leaders and staff support their own mental health and wellbeing and that of others. This training will be designed to address the following:**

- The promotion of understanding of the importance of mental wellbeing to all staff, including best practice.
- How to deal with issues around mental health and stress effectively.
- Ensure that any member of staff suffering from mental illness is treated fairly, with respect and confidentiality and without discrimination.
- Where appropriate and if necessary, the school will train Mental Health First Aiders to support the goals and implementation of this policy.

## **5.0 Providing support to our staff:**

### **5.1 The school undertakes to provide the following measures and ways of working to promote mental health and wellbeing.**

- Offering flexible working arrangements where practicable.
- Working with staff to create a culture where bullying, harassment, discrimination and racism is not accepted.
- Providing training for all staff to raise awareness of everyday contributory factors, such as stress and excessive workload, that undermine mental health.
- Ensuring that Governors, SLT and Phase Leaders are aware of their obligations to promote a good working environment for their staff as defined within this policy.
- Implementing training and awareness programmes to create a culture where staff are able to talk openly about mental health problems and disclose difficulties without fear of discrimination or reprisal.
- Providing proactive support for individual staff who are experiencing mental health problems, inside and outside the workplace, in a positive manner.

## **5.2 Where a staff member is experiencing mental health issues, The school will provide support in the following ways:**

- proactively making staff aware of third party organisations that might be able to provide information, advice and support in these situations,
- offering continued employment where practicable subject to appropriate adaptations to the role,
- In situations where the staff member experiences a period of absence from work due to mental ill-health, working with the employee to develop a “Return to Work Plan” that provides the best opportunity for the member of staff to return to work as soon as is reasonably practicable.
- ensuring that the staff is treated fairly and without discrimination
- encouraging staff to seek the appropriate help through the NHS or a mental health support organisation
- identifying and remediating any factors within the workplace that are contributing to the negative mental health issues.
- dealing with the mental health related issues in a sensitive manner, respecting the member of staff as an individual and acknowledging their right to confidentiality.
- Being mindful of the school’s responsibilities under The Equality Act 2010.

## **5.3 This policy recognises that reducing stress in the workplace is a key component of supporting mental health and wellbeing. The school shall promote the principles and activities below through workforce training and ongoing staff communication.**

- Workload demands and expectations placed on staff should be effectively communicated, be achievable and accepted by all parties.
- We will promote an environment where staff are encouraged to feedback to their line management about factors in their job roles that may induce stress, such as excessive workload or overly stretching performance targets.
- Provide adequate support and training to enable the staff to meet the requirements of their role.
- Provide sufficient communication to keep staff adequately informed about any information that may impact the organisation and their roles.
- Ensure that Governors, SLT and Phase Leaders are aware of their responsibilities towards their staff, including setting and managing performance in a manner that is consistent with this policy.

## **6.0 Responsibilities**

### **6.1 Governors:**

- Ensure that this policy receives the necessary support and prioritisation to achieve its aim.
- Participate in the annual review of this policy and its effectiveness.
- Ensure that the SLT and Phase Leaders are aware of, and implementing, their responsibilities.



## **6.2 SLT and Phase Leaders:**

- Ensure that staff are made aware of this policy, at induction and how to access it afterwards.
- Actively promote a culture of good mental health and wellbeing through the implementation of this policy.
- Manage and review the effectiveness of this policy on staff, and feedback to the SLT as appropriate.

## **6.3 All Staff:**

- Read and understand this policy, including changes, seeking clarification where required.
- Support our aim of providing a culture of good mental health and wellbeing through their activities and when considering others.
- Take care of their own health and wellbeing, including mental health.
- Ensure that their actions do not affect the health and safety and general wellbeing of other people in the workplace.
- Raise issues or concerns and seek help from their line manager or an appropriate senior manager or Governor.

## **7.0 Communication**

The school will ensure that all staff receive a copy of this policy during the induction process and have continued access to the policy throughout the length of their employment. Staff should remain informed as the policy changes and be empowered to actively contribute and provide feedback to this policy.

## **8.0 Monitoring and review**

The school will review this policy annually or more frequently as required, for example to address issues highlighted through staff feedback or to react to legislative changes. The policy should objectively assess whether the stated policy aims have been met and review the effectiveness of the measures within this document.

Effectiveness of the policy will be assessed through:

- Feedback from the workforce, including: complaints, appraisals/performance reviews, return to work surveys and exit interviews as appropriate.
- Staff turnover, retirement and sickness statistics
- Outcomes of any mental health issues supported through this policy

## Agencies

**Employee Mental Health & Wellbeing Policy - Emergency contacts**

**NHS Medical information and advice 111**

**SAMARITANS Emergency telephone number 116 123**

**MIND Infoline 0300 123 3393**

## Useful resources

**Anxiety UK - [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)**

**ACAS Help and advice - [www.acas.org.uk/mentalhealth](http://www.acas.org.uk/mentalhealth)**

**NHS Choices (Moodzone) - [www.nhs.uk/conditions/stress-anxiety-depression](http://www.nhs.uk/conditions/stress-anxiety-depression)**

**RETHINK - [www.rethink.org](http://www.rethink.org)**

**The Mental Health Foundation - [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)**

**Workways - [www.workways.org.uk](http://www.workways.org.uk)**

**The Equality Act 2010**

**<https://www.legislation.gov.uk/ukpga/2010/15/contents>**

<b>Policy monitored by</b>	Personal Development, Behaviour & Attitudes governor focus group
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