

## **Strive Think Act Respect Shine**

Through our curriculum we teach our Christian values: hope, wisdom, community and respect so that our children are prepared spiritually, morally and culturally for a life in modern Britain.



*Strive Think Act Respect Shine*

Norton Church of England Primary School

Staff Well-Being Policy

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### Wellbeing Policy

This policy links directly with our school vision and staff charter:

### NORTON STAR STAFF CHARTER

*Vision:*

*Hope: (strive) that our children lead happy and fulfilled lives through seeing the best in others and in themselves; they are resilient, forward looking and appreciative*

*Wisdom: (Think) that our children have the essential knowledge, skills and behaviours to guarantee that they thrive in modern Britain; the wisdom to preserve the beauty of our planet; the wisdom to make informed, positive decisions*

*Community: (Act) our children celebrate differences and value everyone in our Norton family and wider community; they celebrate belonging to a local, national and international community as they respect difference and expect inclusion*

*Respect: (Respect) our children know that everyone has the right to be themselves. Norton is a place where everyone can feel safe, be happy and learn. Everyone at our school is equal and acts with respect and kindness towards each other. Our children respect themselves and are proud to be part of an inclusive school.*

*It is important that we:*

- *Respect, understand and value the role that we each have*
- *Are prepared to learn from each other*
- *Value positive communication at every level. Be good role models.*
- *Recognise the good in every one. Expect the best from every one.*
- *Value ourselves as well as others.*
- *Feel confident about asking for advice or offering solutions.*
- *Look for opportunities to make our school stronger.*
- *Celebrate our school within the community.*
- *Be proud of and loyal to our school.*
- *Help each other out, care for one another.*
- *Listen to each other.*
- *Enjoy our jobs and shine*

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### **Introduction**

Norton School is committed to protecting the health, safety and welfare of our employees as far as is reasonably practicable. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the School. School's senior managers and governors are responsible for implementation and the School is responsible for providing the necessary resources.

### **Definition of stress**

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### **Policy**

- The School will strive to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with governors on all proposed action relating to the prevention of workplace stress.
- The School will provide training for all managers and supervisory staff in good management practices.
- The School will signpost staff affected by stress caused by either work or external factors to confidential counselling.
- The School will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

### **Responsibilities for implementing the Well-being policy**

#### **Managers**

- Conduct and implement recommendations of risks assessments within their jurisdiction
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful developmental opportunities
- Monitor workloads to ensure that people are not overloaded
- Monitor working hours and overtime to ensure that staff are not overworking
- Attend training as requested in good management practice and health and safety
- Ensure that bullying and harassment is not tolerated within their jurisdiction

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- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation
- Liaise with the Staff Well-being Council on development and implementation of the well-being policy

### **Head Teacher / health and safety staff**

- Provide specialist advice and awareness training on stress
- Train and support managers in implementing stress risk assessments
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work
- Refer to workplace counsellors or specialist agencies as required
- Monitor and review the effectiveness of measures to reduce stress
- Inform the management team and the health and safety committee of any changes and developments in the field of stress at work

### **Human Resources**

- Give guidance to managers on the stress policy
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and individuals on training requirements
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate

### **Employees**

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity
- Co-operate with the School's efforts to implement the Well-being policy, attending briefings and raise their own awareness of the causes and effects of stress on health
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being
- Take responsibility for their own health and well-being by adopting healthy lifestyles
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues
- Raise issues or concern through the staff Well-being council, their line manager or occupational health
- Accept opportunities for counselling when recommended

### **Staff Wellbeing Council**

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- will comprise the Assistant Head, School Business Manager, one teacher representative, one support staff representative and link governor
- will be meaningfully consulted on any changes to work practices or work design that could precipitate stress
- will consult with colleagues on the issue of stress including conducting any workplace surveys/feedback
- will be meaningfully involved in the risk assessment process
- Staff Well-being Council Representatives should conduct joint inspections of the workplace with the head teacher at least every 3 months to ensure that environmental stressors are properly controlled

### **Monitoring and reviewing the Staff Well-being policy**

The head teacher will provide bi-annual updates to the governing body on Staff Well-being. The Well-being policy will be reviewed every three years by the Head teacher in conjunction with the Staff Consultative Council and Governing Body with any necessary revisions or amendments being made as appropriate.

**Policy drafted:**

**Agreed by staff:**

**Agreed by Governors:**

**Review date:**

**Signed:**