

# Staff Wellbeing Policy

Lemington Riverside Primary School  
Primary School



**Approved by:** The Governing Body **Date:** January 2019

**Last reviewed on:** January 2019

**Next review due by:** January 2021

# STAFF WELLBEING POLICY

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

## Scope of policy

All staff should enjoy a reasonable work life balance. We recognise that staff wellbeing is important to pupil achievement and the school's performance. This document sets out our policy on supporting, encouraging and enabling all staff (i.e. any member of staff whether leadership, teaching or support working at the school) to maintain a healthy balance between their work and other interests and responsibilities in their life, so that they can achieve their best at work and manage other areas of their life effectively.

## Aims of the policy

- To develop a healthy, motivated workforce who are able to deliver a high standard of education to pupils.
- To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- 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 pupils 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 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 creating 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.
- To operate in a fair and consistent manner.
- To make employees feel valued for their contribution to the school.
- To foster mutual respect.
- To promote self-esteem.

## Roles

### The Governing Body:

- Will have due regard and ensure provisions are in place for the work-life balance of the Head Teacher.
- Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- Will adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the school.
- Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures.
- Will provide a range of strategies for involving staff in the school decision making processes.
- Will review the demands on staff and seek practical solutions wherever possible.

### **The Head Teacher:**

- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.
- Will ensure that staff understand their own objectives and the school's objectives, including the opportunity to ask questions and give feedback.
- Will ensure that there is clear communication between staff and management with regards to all areas of school 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.
- Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- Will monitor the workload of staff, to ensure what they are expected to deliver is realistic within the timescales, and that resources are available.
- Will monitor and review any measures that are planned and assess their effectiveness.
- Will be fair and consistent in dealings with staff.
- Will inform staff about changes, explaining the rationale for actions and decisions taken, and encouraging open and honest communication.
- Will create a culture where people are treated with dignity and respect, and bullying and harassment is not tolerated. This includes encouraging staff to talk about mental health, and creating a safe environment for staff to disclose their own mental health problems.

### **Staff members:**

- Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
- Will ask for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it is important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Will identify opportunities for development and take advantage of those offered by the school.
- Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.
- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

### **Procedures for handling issues of wellbeing**

- The Senior Leadership Team (Head Teacher and Deputy Head Teacher) must encourage the creation and maintenance of 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, the school has contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.
- The school will provide support to any employees facing high levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as support from the Local Authority e.g. counselling.

- During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

### **Procedures to promote staff wellbeing**

- Weekly communication via staff briefings.
- Continuing professional development for all staff.
- Embed mental health in induction and training.
- Raise awareness and promote discussion of mental health and wellbeing.
- All staff invited to training days.
- Social events.
- Performance management.
- Recognition on staff birthdays/special occasions.