

Staff Wellbeing Policy 2023- 2024



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Next review due by: September 2024

Policy statement

New City Primary school recognises that there is a relationship between healthier, positive staff, pupil achievement and school improvement. We believe all staff are to be valued, supported and encouraged to develop personally and professionally, within a learning and caring community. The purpose of this policy is to provide a document that embraces the many school practices that support staff's health and wellbeing, to minimise the harm from stress and ensure that there is cohesion and progress in working towards the health and wellbeing of all staff.

Aims of the policy

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils and support to remove barriers to their learning.
- To help promote 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 and their trade union representatives 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 pupils to succeed.
- To communicate the importance of a work-life balance to all staff
- To encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- To encourage staff to reflect on the impact their own conduct has on the health and wellbeing of others and ensure they embody the school's learning values of care, courtesy, consideration, cooperation and commitment.
- To comply with all statutory requirements.
- To respond sensitively to external pressures which affect the lives of staff members.
- 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.

Implementation of Wellbeing policy:

New City Primary provides a broad offer of wellbeing and mental health support services for all staff. This ranges from universal support which is easily accessible to all, to more targeted and specialist support for those who need it. All support services are well sign posted via email and within the staff room so that everyone is aware of the available offer and can access it anonymously if they wish.

Responsibilities:

All Staff:

- Will act in a manner that respects the health and safety needs of themselves and others and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or colleagues
- Will make themselves aware of all the relevant school policies and procedures e.g. Capability policy, Health and Safety, Staff Handbook, Equality and Diversity policy,
- Seek support or help if required and act on this when given: 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.
- Will seek to support colleagues if they come to them for help and support, this might include speaking with the Senior Mental Health Lead (Eilidh Kirkpatrick), a member of the Wellbeing Team, or a member of the Senior Leadership team.
- Will attend training on health and wellbeing issues when appropriate.
- Will share their views, ideas and feelings about issues related to Health and Wellbeing when consulted including at formal meetings and informal gatherings.

The Headteacher and Senior Leaders will:

- Ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard
- Encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. They will be sensitive to any problems which may cause the employee stress-related issues and will act in a professional, fair, consistent and timely manner when a concern arises
- 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

- Ensure that there is clear communication between staff and management with regards to all areas of school life
 - 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
 - Ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development
 - Actively promote new and innovative ways of reducing workload while not impacting pupil achievement and the school's performance
 - Monitor and review any measures that are planned, and assess their effectiveness
 - Appoint a Senior Mental Health Lead (SMHL) who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The SMHL will also ensure that school policies and procedures reflect this aim
 - Create a Wellbeing Group made up of staff members from a variety of roles within the school who will, in conjunction with the SMHL ensure that the policy and procedures are adhered to and to carry out duties which supports those aims
 - Make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work
- Ensure that clear policies, procedures and actions are in place and are followed at all times (see Appendix I)

Available support

Universal Support:

- 'No-blame' culture and no stigma around mental health
- Dedicated staff room with tea, coffee, sugar and milk available
- Regular CPD opportunities
- Protected PPA time given as a year group
- CPD time given for report writing, data entry and parent consultations
- Senior and Middle leaders able to request additional time out of class
- Additional time out of class for ECTs
- Advance notice of key dates and events
- No expectation to reply to emails out of work hours
- 3 Wellbeing Days throughout the academic year, to be taken termly, available to all staff (The Trust guidance for this is that if you work 5 days you will be entitled to the full allocation, less than 5 days gives an allocation of 2 wellbeing days)
- In the Moment marking policy
- Long-term and medium-term plans available for all subjects to support teachers to plan.
- Weekly dedicated time for collaborative planning as a year/phase group
- Staff wellbeing policy in place and reviewed regularly
- Wellbeing board in the staff room with advertising of support services

Targeted support:

- Supervision with an external professional for those in specialist roles (e.g. safeguarding, working with vulnerable children).
- Training around mental health
- Wellbeing events for staff
- Suggestion box in staff room to allow staff to provide feedback on school ethos and support for mental health.
- Termly wellbeing surveys
- Wellbeing check ins monitored by the Wellbeing team.

Specialist Support:

- All staff at New City have access to specialist support via the Employee Assistance Programme from Health Assured. Details of how to access the service are sent regularly by email and are on display in the staff room.
- Signposting to [Newham Talking Therapies | East London NHS Foundation Trust](#), including weekly workshops in the areas of managing low mood, managing stress, managing irritability, dealing with worry and uncertainty, improving sleep, food and mood, building confidence and mindfulness
- Signposting to Local services in the borough in which the member of staff lives. In Newham, this might include [Health and wellbeing in Newham](#)

- Occupational Health
- Free confidential counselling service from [Education Support Partnership](#) 0800562561.

Monitoring Arrangements:

- This policy will be monitored regularly by the Wellbeing team.

Links with other policies:

- Staff Handbook
- Health and Safety Policy
- Capability Policy
- Equality and Diversity Policy
- ECT Policy