

**Staff Wellbeing Policy**

September 2021

**Rationale:**

At Whittaker Moss Primary School, we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel part of our team, have the opportunity to express their views and are supported to manage their workload within a culture that supports a blended approach to home and work.

The purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

**Aims:**

We aim to ensure that our school:

* supports staff mental health and wellbeing
* minimises stress
* helps staff to keep a healthy approach to a blended home and work life
* ensures staff feel valued
* recognises and promotes the importance of a happy team
* involves staff in decision making
* takes account of equality implications

**Roles and Responsibilities:**

The senior leadership team (SLT), Governing Board and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to school policy.

**The Governing Board is responsible for:**

* fulfilling its duty of care as an employer
* monitoring the workload of the headteacher
* ensuring that the resources are in place to keep staff workload at healthy levels whenever possible
* reviewing this policy in conjunction with the headteacher
* considering how its own members are treated and valued
* ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
* operating a sensitive and fair appraisal process including actions relating to wellbeing

**The Headteacher is responsible for**:

* providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
* monitoring the workload of members of staff and being alert to signs of stress
* listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes
* ensuring that the efforts and successes of staff are acknowledged and celebrated
* acting as gatekeeper and prioritising reforms and innovations
* ensuring that staff are equipped with the right training to do the job confidently including providing CPD relating to wellness
* ensuring that staff feel valued and that time is set aside for them
* providing meeting and communication guidelines that are agreed upon and followed
* providing a budget for staff facilities, environment, welfare and training
* including in professional development meetings, opportunity for staff to discuss their aspirations and career intentions
* planning staff meetings dedicated to promoting positive wellbeing activities
* making special arrangements, where possible, to enable staff to combine the demands of family life and work life, where possible
* recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
* ensuring accessibility and the accessibility of SLT to members of staff
* ensuring that there are effective methods of communication
* ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
* maintaining contact with staff during long absences
* ensuring that a mentor system operates within the school and especially for each new members of staff and that the staff induction process is put into place
* conducting risk assessments for work-related stress
* relevant time protected for staff such as PPA.

The headteacher implements these responsibilities with the support of appropriate staff such as the Deputy Headteacher, Assistant Headteacher senior leaders and the wider wellbeing team, who all strive to be positive role models through their own practice.

**Members of staff are responsible for:**

* treating one another with respect, empathy and kindness
* taking care of their own health and safety at work and communicating with key staff when and where they need support
* being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
* valuing all members of staff in the school and acknowledging the important role that everyone takes
* contributing to the ethos and social aspects of school life where possible to build morale and effective team work
* contributing to a school culture that encompasses safe spaces for staff to share their feelings in an honest and non-judgmental way
* developing and respecting shared areas and the working environment so that there is space to relax as well as appropriate work spaces.

**Examples of good practice may include:**

* providing refreshments in INSET training and staff meetings
* providing thank you treats and catering for special events
* providing opportunities for staff to come together socially and professionally e.g. Christmas decoration staff and family event
* carrying out team-building exercises as part of staff CPD and staff meetings
* celebrating staff achievements
* providing pastoral services – drop-ins and confidential sessions
* creative spaces for staff to be able to meet, relax and work quietly
* opportunities to meet and talk with members of the Governing Board regarding well-being and wider school commitments
* provide additional confidential support to staff via PAM Assist App and service

**Support in specific circumstances**

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services, but the school will continue to support even when external services are involved.

Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside of the school. This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis.

**Related policies**

This policy should be read in conjunction with policies for:

* Appraisal
* Discretionary Leave
* Health and Safety
* Health Related Absence
* Whistleblowing