

Springbank Primary School



Character Education Values

Courtesy-Forgiveness-Determination-Self-Discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Primary is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

Caring-Happy-Healthy-Sporty-Scientific

School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

Wellbeing Management Staffing Policy

March 2021



Policy Lead: Kerry Williams



Link Governor: Julie Vaccari

Health and Safety Committee

Springbank Primary School is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank School Policy.

Health and Wellbeing Policy

1. Introduction

At Springbank Primary, we place a high value on providing a supportive working environment and on maintaining the health, safety and welfare of our staff. We therefore have a designated member of staff whose responsibility it is to overview the wellbeing and welfare of all staff.

We recognise that their wellbeing is important to the school's performance and service delivery. We therefore, take positive measures to encourage employees to be in the best health that they can be, both physically and mentally. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors, but we also recognise that an employee's personal life may be a source of stress.

We are committed to implementing this policy for all staff in order to support individuals to cope successfully with the demands and pressures in their lives, whatever the cause of their stress, by providing appropriate support. Ultimate responsibility rests with the Governing Body as it accepts its duty to monitor and address levels of stress and wellbeing experienced by all staff.

Springbank Primary and the Governing Body of Springbank Primary School are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Governing Body of Springbank Primary School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Attendance and Absence Management Policy;
- Stress Management Policy;
- Health and Safety Policy;
- Equality of Opportunity Policy;
- Anti-Bullying Policy/Procedure;
- Harassment Procedure;
- Grievance Procedure;
- Whistleblowing Procedure.

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- Pay Policy;
- Performance Management Policies for Teaching and Support Staff;
- Information, Records and Copyright: Policies and Procedures;
- Behaviour and Attitude Policy;
- Staff and governor Code of conduct
- Safeguarding Children;
- Shared Parental Leave Policy
- Secondment Policy;
- Continuing Professional Development Policy;
- Disability Leave Policy;
- Flexible Working Policy;
- Alcohol/Drug Abuse Policy.

All policies / indications of adoption are published on the Springbank Primary School website.

The Governing Body recognises the importance of workplace unions in promoting and maintaining a positive health and wellbeing environment.

Who This Policy Applies to

This policy applies to all employees working in Springbank Primary School.

Aims

At Springbank Primary we aim to:

- Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.
- Ensure staff understand their **ROLE** within the organisation and do not have conflicting roles. Clear job descriptions and appraisals for all staff to enable everyone to understand their role and responsibilities.
- Ensure that the different requirements it places upon staff are clear and compatible to their strengths and skills. The staffing structure is carefully planned to ensure staff are best placed for success.
- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- Comply with all statutory requirements.
- 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.
- Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.
- Provide information via email, Way-forward document, Hot-topic talks, Toolbox talks and pastoral care and counselling systems as well as line-managers duty of care are in place to enable staff to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.
- Ensure that all staff are aware of the policy through regular promotion on staff notice boards and digital communication systems.

- Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

Objectives:

At Springbank Primary we:

1. Involve all staff in order to identify activities that could give rise to stress and document these through the appraisal process.
2. Identify suitable control measures. Involve specific teams, line managers and leaders in looking at solutions to solve problems to prevent the concern or incident becoming a stressor. 'Family night' was an initiative, which was introduced, for staff to leave straight away when the school day ended.
3. Share with staff any risk assessments that have been created to de-escalate any conflicts or reduce stressors.
4. Provide effective support through teams, virtual meetings, emails and briefings. A weekly email to all staff with suggestions of ways to de-stress or relax.
5. Make a referral to Occupational Health and Wellbeing Service where a staff member is reporting high levels of stress and this is affecting their health.
6. Provide SUPPORT for staff such as encouragement, resources, line management and supportive colleagues.
 - Systems are in place to enable and encourage line-managers and leaders to support their staff teams.
 - The staff team know what support is available and how and when to access it. Reminder email briefings are sent out as refresher training.
 - The staff team know how to access the required resources to do their job.
 - The staff team receive regular and constructive feedback from line-managers and leaders.
7. Provide SUPPORT for staff such as encouragement, resources, line management and supportive colleagues.
 - Systems are in place to enable and encourage line-managers and leaders to support their staff teams.
 - The staff team know what support is available and how and when to access it. Reminder email briefings are sent out as refresher training.
 - The staff team know how to access the required resources to do their job.
 - The staff team receive regular and constructive feedback from line-managers and leaders.
 - Offer in-school counselling and yoga sessions for all staff if needed.

8. Enable staff to have a degree of CONTROL over the way they do their work.
 - The staff team are encouraged to use their skills and initiative to do their work to reduce workload. This is a mind-set that is being developed.
 - Where possible, staff are encouraged to develop new skills and scholarship to help them undertake challenging work. (This has become part of the appraisal system)
 - The staff team are consulted over their timetables / PPA / leadership time.
9. Provide staff with fair DEMANDS of workload, work patterns and the work environment.
 - The school provides staff with adequate and achievable demands in relation to the agreed hours of work.
 - People's skills and abilities are matched to the job requirements.
 - Jobs are designed to be within the capabilities of staff.
 - Staff concerns about their work environment are addressed.
 - Workload has been decreased through the implementation of SMART Systems.
 - Staff are given dedicated time to complete tasks asked of them.
10. Promote positive working RELATIONSHIPS to avoid conflict and deal with unacceptable behaviour.
 - The school promotes positive behaviours, ground rules and STARFISH values at work to avoid conflict and ensure fairness.
 - The school has agreed policies and procedures to prevent or resolve unacceptable behaviour, in particular the staff code of conduct.
 - Policies are in place to enable and encourage managers to deal with unacceptable behaviour.
 - Procedures are in place to enable and encourage staff to report unacceptable behaviour (whistle blowing).
11. Ensure organisational CHANGE is managed well and communicated within the organisation.
 - Wherever possible the school provides staff with timely information to enable them to understand the reasons for proposed change.
 - The staff team are given training to support any changes in their jobs.
 - The staff team are made aware of timetables for change and have access to relevant support during changes.
 - Subject Experts are given time to research and trial new procedures and systems and provide feedback during briefings.

Legislation

Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;
- Working Time Regulations;
- Employment Rights Act 1996;

- Employment Relations Act 1999.

Responsibilities

HR Function shall:

- Provide the necessary professional advice, support and training to the Governing Body and all School staff as and when required.
- Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

The Governing Body shall:

- Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for staff with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.
- Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.
- Act early and provide consistent support.
- Enlist the support of Springbank Primary's HR function and Occupational Health, when appropriate, and ensure staff are able to access this support.
- Ensure that staff roles and responsibilities are clearly defined.
- Attend regular training on health and wellbeing in schools.
- Ensure that all of Springbank Primary's policies are assessed for workload impact.
 - i. Take into account the equality implications of any policies introduced and monitor on a regular basis.
 - ii. Develop a wellbeing strategy, in consultation with the workplace unions, to include a provision of benefits offered to staff.
 - iii. Provide opportunities for staff to participate in free annual health checks, should they so desire.
- Ensure the policy is monitored, evaluated and reviewed with the recognised workplace unions on an annual basis, in the light of changing needs and legislative frameworks.

The Headteacher shall:

- Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, workplace unions and Springbank Primary's health and safety committee.
- Foster a supportive work environment, operating in a fair and consistent manner.
- Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.
- Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- Ensure a risk assessment is carried out, where necessary, and especially when concerns have been raised, as soon as possible.
- Ensure that all staff have access to regular training sessions on health and wellbeing in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.
- Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.
- Demonstrate commitment, via systems and practices in place in Springbank Primary, to employees maintaining a good work/life balance, and ensure that such practices are communicated to all staff.
- Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.
- Conduct an annual survey of staff, including a section on health and wellbeing, and share and act upon results.

Senior Leaders/Line Managers shall:

- Foster a supportive work environment, operating in a fair and consistent manner.
- Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.
- Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- Attend regular training on health and wellbeing in schools.
- Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.
- Demonstrate commitment to staff by encouraging a good work/life balance.

Staff should:

- Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager or named individual.
- Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.
- Consider wellbeing support mechanisms offered by Springbank Primary School, e.g. counselling.
- Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

Support Mechanisms

Counselling

- Counselling can be provided where appropriate through Springbank Primary School's provider or on-site resident counsellor. Both these services use only professionally qualified counsellors.

Mediation

In addition to the Counselling Service there is also a mediation service in order to assist employees to return to normal working relationships. Where this service is appropriate it will be discussed with the employees affected by the situation.

Teacher Support Network

The Teacher Support Network is a group of independent charities and a social enterprise that provides practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. The Teacher Support Network provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition and how to manage stress. To access the free support line, staff can call 08000 562 561, or for more information go to <http://teachersupport.info/>

Occupational Health

The School has free access to an Occupational Health provider. This will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work. The information given is entirely confidential and will not be shared with the Governing Body or members of staff within Springbank Primary School.

Summary and recommendations: teacher well-being research report

Ofsted July 2019

Well-being at work has been identified by scholars as one of the most important dimensions of an individual's overall well-being, but also as a contributing factor to the economic growth of a country through its workforce.

Its main elements are:

- health (how we feel physically and mentally)
- relationships with others at work
- purpose (including clarity of goals, motivation, workload, ability to influence decisions)
- environment (work culture, facilities and tools)
- security (financial security, safety, bullying/harassment)

Useful Websites

Acas www.acas.org.uk

Information on stress, and employer and employee rights, in the workplace

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

Fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism.

Carers UK www.carersuk.org

The voice of carers

CBI www.cbi.org.uk

Guidance to businesses on managing stress at work

Department of Health www.gov.uk/government/organisation/department-of-health

Information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT)

Dignity at Work Partnership www.dignityatwork.org

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission www.equalityhumanrights.com

The commission is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

Gingerbread www.gingerbread.org.uk

Gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales.

HSE <http://www.hse.gov.uk/stress/standards/>

Information on the stress management standards

Local Government Employers www.local.gov.uk

Guidance for all councils on stress prevention and management

Mindful Employer www.mindfulemployer.net

Information and guidance on managing stress and mental health in the workplace

NASUWT www.nasuwt.org.uk

Information on a whole range of issues related to stress and wellbeing

NHS 111 <http://www.nhs.uk/111>

National Health Service advice and guidance on health matters

Princess Royal Trust for Carers <http://www.carers.org>

Here to improve carers' lives by fighting for equality and recognition for carers.

Relate <http://www.relate.org.uk>

UK's largest provider of relationship counselling and sex therapy.

Samaritans <http://www.samaritans.org>

Offers confidential, non-judgemental support to individuals.

Teacher Support Network

<http://teachersupport.info>

Work Life Balance Centre <http://www.worklifebalancecentre.org>

Exists to help people restore control over their workload and working lives we enable them to cut down overworking and so make new decisions about how they spend their time.

World Health Organisation

http://www.who.int/occupational_health/publications/en/oehstress.pdf Publication on work organisation and stress