



# **Staff Well Being Policy at Ashton West End Primary Academy**

**School Name: Ashton West End Primary Academy**

**Approved by the Curriculum and Standards Committee**

**Date: 26<sup>th</sup> June 2024**

**Review Date: June 2026**

## **Statement of intent**

Ashton West End Primary Academy wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance. Ashton West End Primary Academy is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. 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.

## **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.

## **Roles**

### **The governing body:**

- 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 such as the Capability or Disciplinary Policy.
- 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.
- Will provide personal and professional development such as stress management, team building, etc.

### **The Principal**

- 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 4 preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.
- Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons. For further information refer to our school's Managing Attendance Policy.
- 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 and review any measures that are planned, and assess their effectiveness.
- Will conduct risk assessment for work-related stress in consultation with senior staff.
- Will appoint a staff wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The leader will also ensure that school policies and procedures reflect this aim. **The Staff Well being Leader is Mrs Green.**
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

### **Staff members**

- Will make themselves aware of the school's policies on Capability, Bullying and Harassment, Staff Attendance etc.

- 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 their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's 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.

### **Support for new staff**

#### **Practical actions to support new staff**

- All staff will be given a school orientation by the Principal.
- All new staff will receive the staff induction pack/staff handbook. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.
- All staff will be made to feel welcome and given as much support as required.
- At the end of the first week of employment, new staff will have a review with a senior member of staff.
- All new staff will have a 3-month review interview with their Line Manager. Additional reviews may be scheduled at 6-months and/or a year.

#### **Practical actions to support new roles**

- Decide who will be the supporting person for the new role.
- Hold an initial discussion of roles.
- Hold visits to school/class or environment of new role.
- Establish a pattern of coaching.
- Hold an end-of-first-week review with supporting person.
- Provide 1:1 support for new tasks.
- Hold a 3-month review interview with supporting person.

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

- The Senior Leadership Team (Principal, Assistant Principals and other managers) 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.
- Where necessary, staff should be encouraged to use the confidential counselling service listed in The Staff Handbook. This service provides staff with serious concerns to obtain advice and support outside of the workplace.
- 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 the teacher helpline or 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 weekly staff briefings (email).
- Continuing professional development for all staff
- Annual social events
- Supervision meetings
- Recognition on staff birthdays/special occasions.
- Administrative staff are to support the wider workforce.
- Staff Breakfast once a half term
- Wellbeing day once a year
- New staff room and PPA room
- Staff 'shout out board' in the staffroom

### **Wellbeing Day**

All members of staff are allowed an additional day off each year (their wellbeing day). Staff can request this by asking the Principal. At least three weeks' notice must be given and it is at the principal's discretion if the day is granted. This will depend on whether other members of staff have already requested this day off. The principal has the right to decline the request.

### **External Sources of Support**

There are many sources of external support for employers, line managers and employees. A selection of these is provided below:

<a href="https://tamesideservicesforschools.uk/">https://tamesideservicesforschools.uk/</a>	<p>Tameside support for schools is a website compiling information, support and training available for Tameside schools. There is section on Mental Health and Wellbeing within this site. Anyone working in schools can request a log in for the service.</p>
<a href="https://www.mentallyhealthyschools.org.uk">https://www.mentallyhealthyschools.org.uk</a>	<p>Mentally Healthy Schools is a website for primary schools, offering teachers and school staff information, advice and practical resources to understand and promote pupils' and staff mental health and wellbeing.</p>
<a href="https://www.mentalhealthatwork.org.uk/">https://www.mentalhealthatwork.org.uk/</a>	<p>Mental Health at Work is an online gateway to resources, training and information with the aim of changing the way workplace mental health is approached. It's funded by The Royal Foundation with Heads Together and developed by Mind and 11 key partners from the world of business and mental health, including the Chartered Institute of Personnel and Development.</p>
<a href="https://www.annafreud.org/">https://www.annafreud.org/</a>	<p>The Anna Freud National Centre for Children and Families is a charity with the aim of transforming current mental health provision in the UK by improving the quality, accessibility and effectiveness of treatment. The centre has produced a useful resource in collaboration with the Schools in Mind learning network, "Ten steps towards school staff wellbeing", which promotes staff wellbeing in schools.</p>
<a href="https://mhfaengland.org">https://mhfaengland.org</a>	<p>Best practice guidance for employers on how to implement Mental Health First Aid in the workplace. MHFA England training is a key component for creating a safe, healthy workplace where the mental health and physical health of employees are valued equally. It gives people the tools to support their own mental health and that of their colleagues and encourages them to access timely support when needed.</p>
<a href="https://www.mind.org.uk">https://www.mind.org.uk</a>	<p>Mind is a charity that provides advice and support to empower anyone experiencing a mental health problem.</p>
<a href="https://www.educationsupportpartnership.org.uk">https://www.educationsupportpartnership.org.uk</a>	<p>This charity provides a free helpline available to all teachers, lecturers and staff in education (primary, secondary, further or higher education) in England, Wales and Scotland.</p>
<a href="https://www.penninecare.nhs.uk/tamesidetalk">https://www.penninecare.nhs.uk/tamesidetalk</a>	<p>NHS Tameside and Glossop Talking Therapies is for people over the age of 16 years, who are registered with a GP in Tameside or Glossop. They provide a safe place and time to talk to someone who won't judge you and cover a range of issues.</p>

<a href="https://www.kooth.com/">https://www.kooth.com/</a>	This website provides support for those working with children and young people, as well as support for the young people themselves. While primarily aimed at young people, many resources are helpful for staff as well.
<a href="https://courses.myhappymind.org/users/sign_in">https://courses.myhappymind.org/users/sign_in</a>	Within our school subscription to myhappymind, there is a section on staff wellbeing that can be dipped into as required.