

Strive Think Act Respect Shine

Through our curriculum we teach our Christian values: hope, wisdom, community and respect so that our children are prepared spiritually, morally and culturally for a life in modern Britain.



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Norton Church of England Primary School

Staff Well-Being Policy

Wellbeing Policy

This policy links directly with our school vision and staff charter:

NORTON STAR STAFF CHARTER

Vision:

Hope: (strive) that our children lead happy and fulfilled lives through seeing the best in others and in themselves; they are resilient, forward looking and appreciative

Wisdom: (Think) that our children have the essential knowledge, skills and behaviours to guarantee that they thrive in modern Britain; the wisdom to preserve the beauty of our planet; the wisdom to make informed, positive decisions

Community: (Act) our children celebrate differences and value everyone in our Norton family and wider community; they celebrate belonging to a local, national and international community as they respect difference and expect inclusion

Respect: (Respect) our children know that everyone has the right to be themselves. Norton is a place where everyone can feel safe, be happy and learn. Everyone at our school is equal and acts with respect and kindness towards each other. Our children respect themselves and are proud to be part of an inclusive school.

It is important that we:

- *Respect, understand and value the role that we each have*
- *Are prepared to learn from each other*
- *Value positive communication at every level. Be good role models.*
- *Recognise the good in every one. Expect the best from every one.*
- *Value ourselves as well as others.*
- *Feel confident about asking for advice or offering solutions.*
- *Look for opportunities to make our school stronger.*
- *Celebrate our school within the community.*
- *Be proud of and loyal to our school.*
- *Help each other out, care for one another.*
- *Listen to each other.*
- *Enjoy our jobs and shine*

Introduction

Norton Primary school and the Governing Body of Norton are committed to protecting and promoting positive mental, physical and emotional well-being. We will provide suitable support for all members of staff.

Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. Norton Church of England 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
- Health and Safety Policy
- Equality of Opportunity Policy
- Anti-Bullying Policy/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:

- Financial Policy
- Pay Policy
- Performance Management Policies for Teaching and Support Staff
- Behaviour Policy
- Safeguarding Children

Whom This Policy Applies To

This policy will apply to all employees working in Norton Church of England School

Aims

This policy aims to:

- Provide a working environment, which enables staff to work in an environment in which staff well-being is supported and which enables staff to carry out their duties effectively.
- Recognise the key role of the Head Teacher, Senior Leaders and Line Managers for their responsibilities by enabling access to guidance, training and support.
- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional well-being.
- Comply with all statutory requirements.
- Develop and maintain a positive and safety culture through regular communication and consultation with staff on health and safety matters.

- Develop an open culture in which mental, physical and emotional well-being is taken seriously and in which staff are supported in order that they may seek any help and support they need.
- Ensure that all staff are aware of the policy through regular promotion.
- Identify the hazards that could lead to poor staff health and well-being and reduce these where possible.
- The School will signpost staff affected by stress caused by either work or external factors to confidential counselling.

Legislation

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

- The Health and Safety at Work Act 1974
- The Equality Act 2110
- Work Time Regulations
- Employment Rights Act 1996
- Employment Relations Act 1999

Responsibilities for implementing the Well-being policy

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Liaise with the Staff Wellbeing Council on development and implementation of the well-being policy.

Head Teacher / health and safety staff

- 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.

- Support individuals who have been off due to mental health problems and advise them and their management on a planned return to work
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures set in place to support staff.
- Carry out risk assessment, where necessary.
- Ensure that all staff have access to regular training sessions on health and well-being, including practical sessions to deal with mental, physical and emotional well-being.

Employees

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity.
- Co-operate with the School's efforts to implement the Well-being policy, attending briefings and raise their own awareness of the causes and effects of stress on health.
- Raise concerns with their line manager if they feel there are work issues that are causing frequent stress, which is impacting on their well-being.
- Take responsibility for their own health and well-being by adopting healthy lifestyles.
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.
- Raise issues or concern through the Staff Well-being Council, their line manager or Occupational Health.
- Accept opportunities for counselling when recommended.

Staff Wellbeing Council

- Will comprise of the Head Teacher, School Business Manager, one teacher representative, one support staff representative and link governor.
- Will be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Consult with colleagues on the issue of stress including conducting any workplace surveys/feedback.
- Will be meaningfully involved in the risk assessment process.
- Staff Well-being Council Representatives should conduct joint inspections of the workplace with the Head Teacher at least every 12 months to ensure that environmental stressors are properly controlled.

Useful Websites

Mind www.mind.org.uk/

Legal line, discrimination, anxiety and depression support.

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Papyrus www.papyrus-uk.org/
Help and support with suicide.

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.

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)

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.

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

NHS 111 <http://www.nhs.uk/111>
National Health Service advice and guidance on health matters

Relate <http://www.relate.org.uk>
UK's largest provider of relationship counselling and sex therapy.

Samaritans <http://www.samaritans.org>
Offers confidential, non-judgmental 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.

Monitoring and reviewing the Staff Well-being policy

The head teacher will provide annual updates to the governing body on Staff Well-being. The Well-being policy will be reviewed every three years by the Head teacher, in conjunction with

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the Staff Consultative Council and Governing Body, with any necessary revisions or amendments being made as appropriate.

Policy drafted:

Agreed by staff:

Agreed by Governors:

Review date:

Signed: