



Church Stretton School Staff Wellbeing Policy

Approved by: Church Stretton LGB **Date:** Spring 2024

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1. Aims

This policy aims to:

- › Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- › Provide a supportive work environment for all staff
- › Acknowledge the needs of staff, and how these change over time
- › Allow staff to balance their working lives with their personal needs and responsibilities
- › Help staff with any specific wellbeing issues they experience
- › Ensure that staff understand their role in working towards the above aims

2. Promoting wellbeing at all times

Church Stretton School is an inclusive school which celebrates diversity and promotes a supportive “culture of kindness” (DFE blog 2020).

Once a year a staff survey is sent to all staff to get a whole school picture of staff wellbeing across the staff. All responses are anonymous. This is used to create a plan to address areas of weakness, need or deficit.

Activities to promote staff wellbeing and cohesion are encouraged and include random acts of kindness, after school activities such as football, badminton, shared lunches, outdoor swimming, walking and trips for drinks, and cakes in addition to all teaching staff gathering twice a week for briefing in a central area.

Once a month the “Action for Happiness” calendar is shared for actioning around school and staff are encouraged to contribute to a shared page of recommendations, such as, a great place to visit is..., a wonderful read is ... or to share a thought or quote.

Reflection Spaces are offered by various staff including the Headteacher and available for staff to confidentially have a discussion about work or personal matters which may impact on their wellbeing. The Leadership Team have an open door policy for all staff.

Posters around school encourage healthy practices to promote wellbeing and signpost to support at:

24 hour free and confidential helpline for people working in education: 08000 562 561 - www.educationsupportpartnership.org.uk

2.1 Role of all staff

All staff are expected to:

- › Treat each other with empathy and respect and uphold fundamental British Values
- › Keep in mind the workload and wellbeing of other members of staff
- › Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance

- › Report honestly about their wellbeing and let other members of staff know when they need support
- › Contribute positively towards morale and team spirit
- › Use shared areas respectfully, such as the staff room or offices
- › Take part in training opportunities that promote their wellbeing
- › Promote inclusion and refrain from using discriminatory or excluding behaviours and language
- › Understand the scope of their role in school and how to use school systems to access help for themselves, other staff and students to safeguard their own wellbeing

2.2 Role of line managers

Line managers are expected to:

- › Maintain positive relationships with their staff and value them for their skills, not their working pattern
- › Provide a non-judgemental and confidential support system to their staff
- › Take any complaints or concerns seriously and deal with them appropriately using the school's policies
- › Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- › Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- › Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- › Promote information about and access to external support services
- › Help to arrange professional development training where appropriate
- › Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- › Conduct return to work interviews to support staff back into work

2.3 Role of senior staff

The Headteacher at Church Stretton School is in charge of staff wellbeing.

Senior staff are expected to:

- › Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- › Manage a non-judgemental and confidential support system for staff
- › Monitor the wellbeing of staff through regular surveys and structured conversations
- › Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- › Regularly review the demands on staff, such as assessment and reporting calendar, paperwork and check these are reasonable and manageable
- › Make sure job descriptions are kept up-to-date, clearly identified responsibilities and staff being consulted before any changes
- › Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- › Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- › Make sure that the efforts and successes of staff are recognised and celebrated
- › Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- › Signpost and provide resources to promote staff wellbeing

- › Promote information about and access to external support services
- › Organise extra support during times of stress, such as Ofsted inspections
- › Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation

2.4 Role of the governing board

The governing board is expected to:

- › Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- › Monitor and support the wellbeing of the headteacher
- › Ensure that resources and support services are in place to promote staff wellbeing
- › Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload
- › Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- › Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

3. Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, for example if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- › Reassessing their workload and deciding what tasks to prioritise
- › Signposting to other agencies or organisations who can provide support and guidance
- › Completing a risk assessment and following through with any actions identified
- › Arranging external support, such as counselling or occupational health services
- › In exceptional circumstances the headteacher may authorise giving staff time off work to deal with a personal crisis

At all times, the confidentiality and dignity of staff will be paramount

4. Monitoring arrangements

An anonymous annual survey of staff wellbeing will take place annually.

This policy will be reviewed every two years by the Headteacher with the Leadership team.

After every review, the policy will be approved by the full governing body.

5. Links with other policies

This policy is linked to our:

- › Appraisal policy
- › Behaviour policy
- › Capability procedure
- › Staff code of conduct
- › Whistle blowing
- › The Equality Act 2010

➤ Health and Safety at Work Act (1974)