

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Staff Wellbeing Policy

LAST UPDATED AND REVIEWED	New Policy	April 2024
POLICY TYPE	Voluntary	
REVIEW DATE	April 2026	
RESPONSIBLE		
Leadership Team	Kate Foreman	
Governing Committee	Community and Wellbeing	
APPROVED		

Courage Commitment Compassion

1.0 Policy Statement

Newlands Girls' School wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff are our most important resource and we seek to value our staff through personal and professional support, involvement in school decisions and access to professional development. Newlands Girls' School as an employer has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental wellbeing, which includes work-related stress. This duty extends only to those factors which are work-related and within the school's control.

This policy accepts the Health and Safety Executive definition of work-related stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed on them'. There is an important distinction 'reasonable pressures' which stimulate and motivate and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

This policy recognises that there are many sources of work-related stress and that stress can result from the actions or behaviours of managers, employees or students.

We are 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 with a 'no-blame' environment.

2.0 Scope

This policy describes the school's approach to promoting positive staff wellbeing. This policy is intended as guidance for **ALL** staff and governors. It should be read in conjunction with other relevant school policies which may include but are not limited to:

- Sickness Absence Policy
- Health and Safety Policy
- Grievance Policy and Procedure
- Raising Concerns at Work Policy (Whistleblowing)

3.0 Policy Aims

- 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
- 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
- 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 encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing
- To comply with all statutory requirements
- To respond sensitively to external pressures which affect the lives of staff members
- To signpost staff to training opportunities or techniques to deal positively with stressful incidents and provide them with a sense of confidence to deal with emergencies
- 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.

4.0 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

5.0 Roles and Responsibilities

5.1 The Governing Body

- Will take overall responsibility for the implementation of this policy while 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
- Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help
- Ensure that staff roles and responsibilities are clearly defined
- Ensure that all of Newlands Girls' School policies are addressed for workload impact
- Act early and provide consistent support
- 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
- Will have regular Community and Wellbeing Committee meetings to oversee the Wellbeing of the whole school community, to identify where improvements could be made and work towards implementing positive strategies where appropriate.

5.2 The Headteacher and SLT

- Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce the employee stress
- Has signed up to the government's education Staff Wellbeing Charter which is a public commitment to actively promote mental health and wellbeing through policy and practice. It is a way to show current and prospective staff that ourschoolis dedicated to improving and protecting staff wellbeing
- Foster a supportive work environment, operating in a fair and consistent manner
- 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
- Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems, ensuring that a return-to-work policy is established in the workplace that is supportive of staff both whilst absent and upon return to work
- Will monitor and review any measures that are planned and assess their effectiveness
- Conduct an annual survey of staff and share and act upon results

5.3 Staff

- Will act in a manner that respects the health and safety needs of themselves and others whilst in the workplace and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or colleagues
- Will make themselves aware of all the relevant school policies which include but are not limited to: Capability, Staff Sickness Absence, Health and Safety
- Seek support or help if required. This includes understanding that a good relationship requires communication from both parties and therefore is important that issues are raised

at the earliest possible moment so that effective strategies can be put into place to manage workloads

- Consider attending training in health and wellbeing issues where they feel that this is appropriate

6.0 Support Mechanisms

- The Senior Leadership Team will encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. The Senior Leadership Team will 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
- Added into the school calendar, two 'Wellbeing Days' per annum where the school is closed and staff are not expected to work
- Where additional, professional advice is required then, Occupational Health Professionals can be contacted with a referral and / or the Care-first Lifestyle Support (Employee Assistance Programme) can be utilised free of charge as follows:
Care first Lifestyle - Care first Lifestyle (carefirst-lifestyle.co.uk)
TELEPHONE: 0808 1682143
USERNAME: RBWM
PASSWORD: RBWM

There is also a confidential free counselling service from Education Support Partnership:

TELEPHONE: 0800 562561

- On joining the school and also moving to new roles the following support will also be offered
 - All new staff will be given a school orientation and ensure that they receive the staff induction pack / handbook
 - All new staff will be made to feel welcome and given as much support as possible
 - There will be reviews for new staff held throughout the first 6 months of employment
 - Discussion of new roles and expectations alongside support for new roles and related tasks will available.

7.0 Arrangements for implementing the Wellbeing Policy

Arrangements for wellbeing and stress prevention through good management practices include:

- Recruitment and selection procedures
- Clear job descriptions and person specifications to ensure that the 'right' person is recruited for the job
- Formal accreditation such as the Education Staff Wellbeing Charter
- Training and Development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks / duties asked of them
- Managing performance procedures
- Capability and absence management and return to work procedures to ensure that individuals are support back into work following illness
- Suitable adaptations for disability
- Harassment and anti-bullying procedures
- Procedures for communicating with employees on the work of the School and issues affecting their work
- Flexible working arrangements considered where possible and contact with staff on maternity leave
- The arrangements will be updated as required and when deemed necessary by the findings of risk assessments and questionnaires.

8.0 Policy Review

This policy will be reviewed every two years.