



## Staff WellBeing Policy 2023- 2024

Date of approval:	Autumn 2023
Signed: Chair of Govs	D Bondt
Signed: Team Leader	M.Anderson
To be reviewed by:	Autumn 2024

## **Mission Statement**

Broughton Jewish Primary School places a high priority on maintaining the wellbeing of all employees. We recognise that staff are our most precious resource and have put together this policy to ensure that employee wellbeing is regularly monitored and reviewed against the National Health and Safety standards.

## **Aims**

The purpose of this policy is to outline the responsibilities of the school and staff members in supporting wellbeing and promoting mental health, and to advise employees on how to deal with mental health issues and prevent stress.

Broughton Jewish Cassel Fox Primary School is committed to protecting the health, safety and welfare of our employees. We recognise that preventing stress is a major factor in maintaining the wellbeing of the school's staff, which remains a key priority. In light of this, the school understands the importance of trying to reduce and deal with stress, and the factors that may cause our employees to become stressed. The school recognises the difference between reasonable pressures and excessive pressures which if not properly managed, could lead to poor health and wellbeing, lower productivity and increased sickness absence. These are:

**Demands** – i.e. workload, work patterns and the work environment fostering a healthy work-life balance

**Control** – i.e. how much say the person has in the way they do their work.

**Support** – i.e. the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

**Relationships** – i.e. promoting positive working relationships to avoid conflict and dealing with unacceptable behaviour ensuring that people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

**Change** – i.e. how organisational change (large or small) is managed and communicated within the organisation.

The staff wellbeing policy expands upon the school's health and safety policy, setting out how the school will promote the wellbeing of employees by:

- Creating a working environment where potential triggers of work-related stress are avoided, minimised or mitigated. This will be done through good management practices, effective human resources, policies and staff development.
- Increasing SMT and employees' awareness of the causes and effects of stress.
- Having a zero tolerance policy to bullying of any member of staff.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Developing the competence of SMT so that they manage staff effectively and fairly.
- Engaging with staff to create constructive and effective working partnerships both within teams and across the school.
- Establishing working arrangements whereby employees feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.

### **Roles and Responsibilities**

#### ***The Senior Leadership Team will:***

- Champion good management practices and create a positive work ethos within the school, which is based upon a healthy work life balance.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes in school.
- Treat individuals reporting to them with consideration and dignity, promoting a culture of mutual respect in the teams they manage. They will not permit unacceptable behaviour and will take decisive action when issues are brought to their attention.
- Encourage their staff to participate in events and initiatives undertaken by the school to promote wellbeing.
- Take action, in the interests of their employees, where performance by an individual member of staff may cause stress for others.
- Ensure that there are arrangements in place to support individuals experiencing stress, referring them to the school's occupational health advisers where appropriate.
- Enable the school to measure its performance in relation to stress management and employee wellbeing, such as: sickness absence data, staff turnover, exit interviews, number of referrals to occupational health, numbers of grievance and harassment cases.
- Be aware of staff complaints and support them through the appropriate procedure.
- Seek the views of employees on the effectiveness of the school's wellbeing policy and stress management arrangements using staff surveys and other appropriate questionnaires.
- Encourage staff to be fully involved in the decisions of the school through discussions in staff meetings and an 'open door' policy from SMT.

- Prioritise the well-being of staff if a child is showing threatening or violent behaviour

***The Pastoral Team will:***

- Determine the well-being policy, and recommend its adoption by the school.
- Encourage staff to be fully involved in the decisions of the school through discussions in staff meetings and an 'open door' policy from SLT / SMT
- Attend training, as appropriate, in order to increase their awareness of the causes and effects of work-related stress.
- Ensure that there are arrangements in place to support individuals' needs referring them to the school's occupational health advisers where appropriate.
- Ensure that the well-being policy is kept under review and updated as appropriate, under the remit of the Health and Safety Committee.
- Coordinate with the Principal to ensure that appropriate training is in place to support individuals.
- In conjunction with staff, organise appropriate events and initiatives to promote health and well-being.
- Liaise with the staff on the development and implementation of the well-being policy.
- Review the policy every three years following feedback from staff surveys, SMT and information provided by staff.

***The Mental Health Champion team will:***

- Support staff well-being throughout school.
- Encourage initiatives and events that promote positive health and well-being.
- Ensure that there are appropriate arrangements in place to support individuals experiencing stress, grief etc

***The Governing body will:***

- Support steps taken to develop a culture of cooperation, trust and mutual respect within the school.
- Support initiatives and events that promote health and wellbeing.
- Monitor the implementation of the wellbeing policy and the operation of associated arrangements such as the staff counselling service.
- Help to review the policy every three years following feedback from staff surveys, SMT and information provided by staff.
- Support arrangements for implementing the wellbeing policy.

***Teaching and Welfare staff will:***

- Show an awareness of their own well-being and recognise when they need support.
- Use the correct channels when supporting their own well-being.

**Arrangements for well-being and stress prevention are made through good management practices.**

***These can include the following:***

- Recruitment and selection procedures.
- Clear job descriptions and person specifications to ensure that the 'right' person is recruited for the job.
- Training and development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.
- Promotion and reward procedures.
- Managing performance procedures
- 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, and contact days with staff on maternity leave.
- An annual survey of staff to better understand the areas of work-life that have a negative effect on staff wellbeing.
- Prior to returning to work after long term sickness or maternity; line managers and pastoral lead will have a conversation about a phased return. Over the phone or in person. If you do not request this yourself, your line manager will be in contact to arrange this.

**Monitoring and reviewing the well-being policy.**

The wellbeing policy will be reviewed every three years by the well-being team. This review will involve an examination of feedback from staff surveys. The revised policy will be reviewed by the Health and Safety committee of the Governors, which will approve any adjustments and amendments to the policy.

The Governing Body of Broughton Jewish 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:**

- Health and Safety Policy
- Mental Health and Wellbeing Policy
- Equality of Opportunity Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- Attendance and Absence Management Policy
- Stress Management Policy
- Complaints Policy
- Code Of Conduct Policy