

**STROUD GREEN**



**SCHOOL**

**STAFF WELLBEING POLICY**

Developed: March 2018  
Review due: March 2020

## **Policy Statement – Staff Wellbeing**

The Governing Body of Stroud Primary School recognises that the staff are their most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community. We recognise that there is a relationship between healthier more positive staff, pupil achievement and school improvement. The Governing Body acknowledges the importance of ensuring all staff are treated respectfully and that it is our employer duty to ensure all personnel policies and procedures are regularly reviewed and applied accordingly.

The Governing Body acknowledges that any staff wellbeing programme should include all members of the senior leadership. Although the Governing Body delegates responsibilities of day-to-day support to the Head Teacher we recognise the specific statutory responsibility of governors to have regard to the work life balance of the head teacher.

The purpose of this policy is to set out the commitments of the governing body and senior leadership team to promote and support staff health and wellbeing throughout the school.

## **Principles of Implementation**

The Senior Leadership Teams and Governing Body will:-

- Work towards a school ethos where all staff are valued, where respect, empathy and honesty are the cornerstones of all school relationships
- Provide personal and professional development in specific areas related to wellbeing, such as team building, management of change, stress management, assertiveness, etc.
- Provide a high quality programme of continuous professional development so that staff feel supported to progress in their jobs
- Provide a range of strategies for involving staff in school decision-making processes
- Operate open and honest Performance Management processes
- Provide a non-judgemental and confidential support system eg mentors
- Promote information about and access to supportive services, including the 'Employee Assistance Programme' funded by the school
- Ensure that, as part of the risk assessment processes of staff workload, there are robust evaluations of the risks of harm and act upon such findings
- Provide staff, through training and building security, with a sense of safety and the confidence to deal positively with stressful incidents
- Review the demands on teachers and support staff and the time spent on different tasks, and seek to reduce unnecessary workload through the School Improvement Plan process
- Respond sensitively and flexibly to external pressures that impact on staff, whilst at the same time ensuring the efficient running of the school
- Respect the right of staff to request flexible or part time working patterns
- Maintain contact with staff when they are absent for long periods (by a named person)
- Maintain positive staff/pupil/parent relationships to ensure an effective teaching and learning environment
- Act as positive role models for staff wellbeing
- Participate in the school's wellbeing committee and respond to requests of staff through the committee

- Carry out a range of practical actions to support staff wellbeing, on the recommendation of the wellbeing committee (see Annex 1)

The school will use the following to assess the impact of the staff wellbeing policy:-

- Feedback from the wellbeing committee
- Staff feedback on the leadership of the school, in particular transparency of decisions and ability to listen and respond to problems
- The regular and systematic monitoring of staff absences, staff/pupil/parent relationships, access to continuous professional development and the recruitment and retention of staff
- Regular risk assessment of staff workload
- New staff supported with an appropriate level of induction
- Opportunities provided for all staff to socialise and relax with each other
- A welcoming and tidy staff room that is sensitive to issues of race, gender, homophobia, culture and disability
- The quality of staff facilities and accommodation eg access to refreshments, adequate seating and toilet facilities
- Health/wellbeing initiatives are well used by staff

### **Examples of Good Practice**

Limits will be placed on staff time in school – the Senior Leadership Team will set the example for others to follow. All Staff are expected to leave early one day a week (Friday) ie by 5pm

### **Wellbeing committee**

All members of staff are welcome to attend this committee. The senior leadership team and Governing Body will be represented on the committee but may not act as Chair. The committee will meet at least ½ termly. Their primary role will be to ensure this policy is implemented. The committee will also organise annual staff wellbeing events/INSET, organise and manage shared lunches and staff celebrations, take the lead in organising staff leaving gifts, cards and celebrations, report back to the staff team and Governors the uptake data on fitness clubs, smoking cessation and weight loss programmes, and monitor the data on exit surveys for staff.

### **When problems arise:-**

The school will provide support and discuss options as appropriate to the circumstances. In some cases this may include external support such as the teacher helpline via Employee Assistance Programme and/or support from the Local Authority eg counselling. Occupational Health and GP services may be used. The school will continue to support staff when external services are involved.

During this time the school will seek at all times to maintain the confidentiality, rights and dignity of the staff involved.

### **Managing Absence due to Ill Health**

Stroud Green Primary school follows the Local Authority's procedure for Managing Sickness Absence due to ill health – see Personnel Policies

## **STAFF WELLBEING**

This Policy Statement is made in accordance with the duties of the Governing Body in relation to the mental health and wellbeing of members of staff, and the duties of governors and the head teacher in relation to work life balance.

### **PROMOTING WELLBEING BY PROVIDING CERTAINTY, FAIRNESS AND CONSISTENCY IN THE TREATMENT OF EMPLOYEES**

Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Governing Body 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;
- Equality of Opportunity Policy;
- Harassment & Bullying 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:

- Disciplinary Procedure;
- Capability Procedure;
- Sickness Absence Management ;
- Pay Policy;
- Performance Management Policies for Teaching and Support Staff;
- Behaviour Policy;
- Safeguarding Children.

All Policies are published on the school website.

The Staff Handbook provides easy reference to a wide range of information needed at different times by employees.

### **REVIEW**

This policy will be reviewed annually.

## **Annex 1 – practical actions to support staff wellbeing**

### **Practical actions for all staff**

- Requests to attend family events such as their own children's class assemblies will, where practicably possible be authorised.
- A basket of fruit will be provided for the staffroom at least every fortnight
- The school fund 'Employee Assistance Programme' via Islington HR
- Staff will receive birthday cards & Christmas cards from the senior leadership team
- Applications for special leave will be viewed and approved on an individual basis.
- Staff wellbeing committee is supported by the Governing Body & Leadership
- Shared lunches will be celebrated at the end of every term
- Leaving staff / maternity leave will be openly celebrated
- Staff absent for longer than 3 weeks consecutively will be sent flowers
- Development and support of 'acknowledgment board' in the staff room where staff can post thank you notes.
- Organisation of at least bi-annual staff social events
- At least one twilight session will be dedicated to staff wellbeing
- The building closes every evening at 5.45pm
- Staff required to attend a maximum of two after school meetings per week
- Provide extra support from the Senior Leadership Teams at certain times of particular stress and/or difficulty eg OFSTED Inspections, Child Protection cases
- One INSET Day of the year includes lunch provided
- Yoga / Zumba is provided weekly - free of charge
- Staff wishing to attend weight loss programmes run in the school will have 1/3 of the fees paid for the first six months
- Staff wishing to enrol on a smoking cessation course will be supported
- Time is provided for subject leaders and Phase Leaders to complete major tasks
- Staff have an exit interview with a member of the Senior Leadership Team when they leave our employment

### **Practical Actions to Support New Staff**

- Everyone to be provided with a school fleece with the school logo
- All staff to have a name badge
- At the end of the first week of employment staff will have a review with the senior member of staff responsible for coaching
- Teachers to receive advice and guidance on their first PPA day from a member of the Senior Leadership Team
- Everyone to have a 3-month review interview with the Senior Leadership Team

### **Practical Actions to Support New Roles**

- Decide who will be the supporting person for the new role
- Initial meetings to agree a job description will be held
- An initial discussion and clarification of roles
- Establish a pattern of coaching
- End of first week review with supporting person
- 1:1 support for new tasks
- 3 month review interview with supporting person