

Eyres Monsell Primary School

Staff Wellbeing Policy

The emotional and physical wellbeing of all staff is important to Eyres Monsell Primary School. At our school not only does every child matter but we also believe every person matters.

The actions within this policy have 5 key aims:

- To minimise the harmful effects of stress
- To provide effective support for all staff
- To help each individual to achieve an appropriate work life balance
- To take a positive and understanding approach to the management of stress in line with current good practice
- To respect confidentiality

As a school, we promote work life balance. We seek advice from outside support agencies such as occupational health. We have policies and procedures to deal with bullying, harassment and issues of personal safety. We seek opportunities to care for staff through initiatives and through discussions within performance and development reviews.

At the time of reviewing this policy education is undergoing massive organisational changes. As a school we are committed to support staff through the process and hope to counter the negative impact of any actions upon their wellbeing.

Annual Procedures

As part of our efforts to ensure that every member of staff is treated fairly and our desire to create an open working environment, we have set up a pyramid procedure to ensure that we can be evaluated from an external prospective.

We undertake an annual staff wellbeing questionnaire which informs an action plan within the school development plan. Any issues are incorporated and addresses over the coming year. The outcomes of this plan are validated by a Governor. This role allows a different perspective and may give further insight into any areas for development. A short report in the form of a checklist and comment is provided at the end of each validation visit.

The main part of this policy is based around the Health and Safety Executive Management Standards. Each section responds to a standard and how the school carries out its duty of care.

Demands

The Standard states that 'Employees indicate that they are able to cope with the demands of their jobs and systems are in place locally to respond to any individual concerns'.

Within Eyres Monsell Primary School every member of staff is given adequate and achievable task which suit the agreed hours of work. Individuals have a job description which details the job demands and this is part of the recruitment procedure before agreed contracts are signed. Appointments are made to match the skills of the person with the job and adjustments are made with the agreement of all. No member of staff will be expected to carry out duties which are beyond their capabilities unless these are agreed as a development strategy.

Concerns about the work environment and its impact upon an employee's ability to satisfactorily complete duties are shared with either a line manager or member of the Senior Leadership team. Every attempt is made to rectify the issue.

Control

The Standard states that 'Employees indicate that they are able to have a say about the way they do their work and systems are in place locally to respond to any individual concerns'.

Within Eyres Monsell Primary School every member of staff has a defined role which, due to the nature of a school, often has a fixed timescale for completion. Initiative is actively encouraged and as a school we welcome staff to be free thinkers and extend practice beyond the expected. The school has a Continuing Professional Development Policy, which details the means by which all staff are encouraged to extend their skills and knowledge. Formal access to courses and training is through individual performance reviews and through audits of subject needs.

Other courses may be available but they are more closely related to budget availability.

As a school we are open to the changing face of employment structure and the relationship between home and work life. We make every effort to ensure that an employees working pattern suits their needs.

Support

The Standard states that 'Employees indicate that they receive adequate information and support from their colleagues and superiors and systems are in place locally to respond to any individual concerns'.

Within Eyres Monsell Primary School we have an active support structure within the staff which has no formal basis but is generated from mutual respect. However, should this structure break down, the management structure has a wide base and a

member of the SLT is always available to support staff and attempt to rectify situations. The school contributes to AMICA, which provides a confidential counselling service for staff. Details can be found in the staff room. This service is confidential and appointments are made by individuals when they need the support. Details are attached to this policy.

The school encourages staff to discuss work and provide each other constructive feedback. Although we have formal observations, the staff have agreed, that informal observation and comment is still part of the school culture.

Eyres Monsell Primary is a supportive school and this is reflected in the personal and private leave procedure which operates when necessary.

Relationships

The Standard states that 'Employees indicate that they are not subjected to unacceptable behaviours, e.g. bullying at work, and systems are in place locally to respond to any individual concerns'

Within Eyres Monsell Primary School we promote positive relationships within the staff and encourage everyone to report any incidents of bullying or unacceptable behaviour. This in turn will then be fully investigated by an appropriate member of the SLT and a governor, if required.

Role

The Standard states that 'Employees indicate that they understand their role and responsibilities and systems are in place locally to respond to any individual concerns'

Within Eyres Monsell Primary School we actively ensure that staff never have conflicting roles. This is achieved through our staff structure and careful planning of appointments. Upon appointment, staff have a job description which outlines the key roles and expectations of the job. New staff are provided with a Staff Handbook to familiarise themselves with the schools procedures and an appropriate mentor is attached. Should there be any doubts about this role, or role expectations, the Headteacher should be consulted.

As a school, we may have many influences which impact upon our working structure. This may result in short notice changes. During periods of a role change, staff will be kept up to date through staff briefings and individual meetings.

Change

The Standard states that 'Employees indicate that the organisation engages them frequently when undergoing an organisational change and systems are in place locally to respond to any individual concerns'.

Within Eyres Monsell Primary School we seek to involve all appropriate staff in consultations regarding change. We provide information as soon as possible and will call staff meetings if they are relevant. Staff are always aware that consultations are a means by which we gather views and are not always a mechanism for changing policy or decision.

When changes do take place, timescales will be published and details will be available, showing the impact upon the working lives of the staff

Support will be provided during the process and outside support agencies will be signposted.

Approved:

Review Date:

Wellbeing Validation

The validation document is part of the Wellbeing Plan and is to be completed by a Governor whilst completing the validation visit.

The checklist provides evidence that the school is reaching the expected Health & Safety Executive Standards.

School Name : _____ **Date :** _____

Validating Governor : _____

Evidence must be provided to achieve a positive response

Is the questionnaire completed annually?	Yes/ No
Is an action plan developed in response?	Yes / No
Is the action plan reviewed and evaluated ?	Yes / No
Have changes taken place in response?	Yes /No
Is the AMICA service on clear display ?	Yes / No
Are staff aware of the AMICA service ?	Yes / No
Do staff have job descriptions ?	Yes / No
Are job descriptions reviewed regularly?	Yes /No
Do all staff have access to applicable training ?	Yes / No
Are all Wellbeing Policies in place ?	Yes / No

Please make any comments below: