



9/1/2019

# Wellbeing Policy

The emotional and physical wellbeing of all staff is important to Grange 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 socialize as a team for support and wellbeing.
- To provide effective support for all staff.
- To help each individual to maintain an appropriate work-life balance.
- To take a positive and understanding approach to the management of work commitments 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 the staff through initiatives and through discussions within performance and development reviews.

The main part of this policy is based around the Health and Safety Executive Management Standards <http://www.hse.gov.uk/stress/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 Grange Primary School every member of staff is given adequate and achievable tasks as per their contractual 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 senior member of staff. 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 Grange 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 is as per their job description.

## **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 Grange 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 is part of the School Advisory Well Being Service which provides a confidential counselling service for staff. This service is confidential and appointments are made directly by staff when they need support.

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

Grange Primary is a supportive school and this is reflected in the school HR policy (personal and private leave request) 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 Grange Primary School we promote positive relationships within the staff and we adhere to the principles of growth mindset, which is applicable to adults and children alike. We encourage everyone to report any incidents of bullying or unacceptable behaviour. These 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 Grange 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 inducted comprehensively explaining its school policies and procedures. Should there be any doubts about the role, or role expectations, the Headteacher should be consulted.

As a school, we have many influences which impact upon our working structure. This may result in short notice changes. During periods of 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 Grange 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 may be published and details may 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, where appropriate.

## **Procedures for handling issues of wellbeing**

The school community must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. The Senior Leadership Team should be sensitive to any problems which may cause the employee unrest and should act in a professional, fair, consistent and timely manner when a concern arises.

Where additional, professional advice is required, the school has contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.

Where necessary, staff should be encouraged to use the confidential counselling service listed in. This service provides staff with serious concerns to obtain advice and support outside of the workplace.

The school will provide support to any employees facing high-levels of worry in the workplace, as well as other work-related issues which may potentially have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as the teacher helpline or support from the school counselling service.

During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

### **Some of the procedures to promote staff wellbeing**

- The creation of a wellbeing committee to provide a space for staff to talk
- Weekly communication via morning staff briefings
- Continuing professional develop for all staff
- Quarterly social/wellbeing events
- Performance management
- All staff encouraged to contribute to school life
- Access to the School Development Plan
- All staff invited to INSET days
- Recognition on staff birthdays/special occasions
- Inviting staff room for staff to relax, work and talk to other colleagues
- Administrative staff are to support the wider workforce activities
- Consultative staff meetings held regularly to give staff the opportunity to put forward suggestions to enhance wellbeing. The Headteacher responds to these through the morning briefings