



**Houlton**  
CofE Academy Trust

# Staff Wellbeing Policy

Communicating Love; Inspiring  
Communities to Flourish

**2021**

Date Written: September 2021

Next Review Date: September 2022

# Contents

<i>Context</i>	<u>3</u>
<i>Aims</i>	<u>3</u>
<i>Roles</i>	<u>4</u>
<i>Procedures for handling issues of wellbeing</i>	<u>8</u>
<i>Actions to promote staff wellbeing</i>	<u>9</u>

## Context

---

Houlton CofE Multi Academy Trust wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and schools' performance. Houlton CofE MAT is 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. The purpose of this policy is to maintain a Trust ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

## Aims

### Aims of the policy

- 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.
- 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 respond sensitively to external pressures which affect the lives of staff members.

- To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
- 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.

## Roles

---

### **The Trust board:**

- Will take overall responsibility for implementing this policy and 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.
- Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.
- Will provide a range of strategies for involving staff in the school decision making processes.
- Will review the demands on staff, and seek practical solutions wherever possible.

**The CEO/Headteacher:**

- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will support the Trust Board in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and reducing any work-based stress employees experience to a productive, healthy level.
- Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons. For further information refer to our school's Absence Management Policy.
- 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.
- Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- Will monitor and review any measures that are planned, and assess their effectiveness.
- Will conduct risk assessment for work-related stress in consultation with senior staff.
- Will appoint a staff wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The co-ordinator will also ensure that school policies and procedures reflect this aim.

- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.
- Will provide personal and professional development such as stress management, team building, etc.

**Staff members:**

- Will make themselves aware of the Trust's policies on Capability, Bullying and Harassment, Staff Attendance etc.
- Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
- Will ask a member of the SLT for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Will identify opportunities for development and take advantage of those offered by the school.
- Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.
- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

## Actions to support new staff

### **Practical actions to support new staff**

- All staff will be given a school orientation by the Headteacher.
- All new staff will receive the staff induction pack/staff handbook. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.
- All staff will be made to feel welcome and given as much support as required.
- All staff are to be issued with a name badge on arrival on their first day.
- At the end of the first week of employment, new staff will have a review with a senior member of staff.
- All new staff will have a 3-month review interview with their Line Manager. Additional reviews may be scheduled at 6-months and/or a year.

### **Practical actions to support new roles**

- Decide who will be the supporting person for the new role.
- Hold an initial discussion of roles.
- Hold visits to school/class or environment of new role.
- Establish a pattern of coaching.
- Hold an end-of-first-week review with supporting person.
- Provide 1:1 support for new tasks.
- Hold a 3-month review interview with supporting person.

## Procedures for handling issues of wellbeing

---

- The Senior Leadership Team (CEO/Headteacher, Assistant Heads) 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 stress-related issues 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.
- The school will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to 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 an external authority e.g. counselling.
- 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.

## Actions to promote staff wellbeing

---

- Weekly staff meeting.
- Continuing professional development for all staff.
- Half - Termly social events.
- Performance management.
- Annual job description meetings.
- All staff encouraged to contribute to the School Development Plan.
- All staff invited to INSET days.
- Recognition on staff birthdays/special occasions.
- Staff room for all staff to relax, work and support colleagues.
- Administrative staff are to support the wider workforce.
- Consultative staff culture with line managers.
- Wellbeing walls in shared staff areas.
- Communal messaging platform available for all staff.
- Staff wellbeing training.
- Professional coaching offered to all staff.
- Professional counselling offer for all staff x 6 Individual therapy sessions
- Use of Wellbeing App.
- Physiotherapy support, teleconsultation and personalised treatment plan
- Weight Management, 12-week weight management service for staff with a BMI above 30.
- SAS Gym.
- Mindfulness - Art & Craft Course: Art for Relaxation
- Menopause Support: qualified nurses to offer advice
- 'Manspace' Mental Health Support: men's health related queries.
- Maternity Mondays: support school staff approaching or returning from maternity leave.
- Bi-annual staff wellbeing questionnaire