



Kings
Education
Trust



Staff Wellbeing Policy

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1. Introduction

Waterside Primary Academy places staff well-being at a high priority. We aim to ensure that staff are supported and encouraged to develop personally and professionally as we recognise that people are our most precious resource. We also recognise that staff wellbeing is important to pupil achievement and the school's performance.

At Waterside, we are committed to ensuring 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 school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

2. Aims

Through this policy, Waterside aim to meet the wellbeing 'Top Ten':

1. Create a working environment where potential triggers of work-related stress are avoided, minimised or mitigated, as far as practicable, through good management practices, effective Human Resources policies and staff development.
2. Engage with staff to create constructive and effective working partnerships both within teams and across the School.
3. Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.
4. 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.
5. 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.
6. Communicate the importance of a work-life balance to all staff and the Leadership Team, and to ensure that all policy updates are communicated regularly
7. Respond sensitively to external pressure, which affect the lives of staff members
8. Improve staff development, co-operation and teamwork by creating effective leaders
9. Make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

10. Identify and understand what wellbeing at work means to the Staff at Waterside Primary Academy and to ensure that those things remain a focus for Leadership.

3. Roles & Responsibilities

At Waterside we believe that we need to understand what is important to our staff first and foremost.

We will continue to monitor staff wellbeing regularly, creating our own questionnaires, and implementing initiatives to ensure well-being is encouraged and nurtured.

The Local Advisory Committee, Headteacher and the School's leadership team will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the School.
- Champion good management practices and the establishment of a work ethos within the School which discourages assumptions about long term commitment to working hours of a kind likely to cause stress and which enables employees to maintain a reasonable "work life balance".
- Champion initiatives such as 'Well-Being Wednesday' to ensure staff have adequate time to fulfil their roles during work hours.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes in the organisation, to management structures and working arrangements.
- Treat individuals reporting to them with consideration and dignity, and will promote 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.
- Attend training as appropriate in order to increase their awareness of the causes and effects of work-related stress.
- Take action in the interests of all their colleagues where performance by a member of staff may cause stress to their colleagues.

Employees will:

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity.
- Co-operate with the School's efforts to implement the Well-being policy, attending briefings and raise their own awareness of the causes and effects of stress on health.
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being.
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce the risk of stress.

- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.

The Well-being facilitator will:

- Ensure that the Well-being policy is kept under review and updated as appropriate.
- Coordinate with the HT and Wellbeing Local Advisory Committee member to ensure that appropriate training is in place to support individuals.
- Organise in conjunction with the staff, appropriate events and initiatives to promote health and wellbeing.
- Liaise with the staff on the development and implementation of the Well-being policy.

4. Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise
- Initiating 'Wellbeing Wednesday' for teaching staff
- Allocating a maximum of 5 hours yearly to staff with children to allow them to attend sporting events/nativities etc
- Reduction of emails, where possible
- A weekly dress down day 'Sports Day Friday'
- One PPA session to be taken at home each term
- Teacher's limited to one after school club a week

At all times, the confidentiality and dignity of staff will be maintained.

5. Monitoring and reviewing the Well-being policy

The Well-being policy will be reviewed every year by the Wellbeing coordinator. This review will involve an examination of feedback from staff surveys. The revised policy will be reviewed by the Local Advisory Committee, which will approve any adjustments and amendments to the policy.

6. Links with other policies

Appraisal policy

Behaviour policy

Marking and Feedback Policy

Staff code of conduct