

St. Caireall's Primary School



Staff Wellbeing Policy

September 2024

Signed : D. Dolan .

Date : 4th Sep 2024.

Staff Wellbeing Policy

1. Introduction

At St. Caireall's Primary School we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, nurturing and purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel part of a valued team, have the opportunity to express their views, have their suggestions for improvements taken seriously and are supported to manage their workload within a culture that supports a healthy work-life balance.

This purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

This policy accepts the Health and Safety Executive definition of work-related stress as "the adverse reaction a person has to excessive pressure or other types of demand placed on them". There is an important distinction between 'reasonable pressures' which stimulate and motivate and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

2. Aims

Our school Governors and Leaders are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with fairness and dignity, and can work at their optimum level.

We also recognise that work-related stress has a negative impact on staff wellbeing, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

This Staff Wellbeing Policy expands upon the School's Health and Safety policy, setting out how the School will promote the wellbeing of staff by:

- Creating a working environment where potential work-related stressors are understood and mitigated as far as practically possible through good management practices, effective policies and staff development.
- Increasing our staff's awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Engaging with staff to create constructive and effective working partnerships, both within teams and across the school.
- Establishing working arrangements whereby staff feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work effectiveness as a means of reducing their own stress and that of their colleagues.

3. Responsibilities for implementing the Staff Wellbeing Policy

The Principal and Senior Leadership Team:

The senior leadership team (SLT), governors and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to school policy.

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the School.
- Champion good management behaviours as set out in the competencies proven to prevent and reduce staff stress. and the establishment of a work ethos within the School.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting staff on any changes in the School, to management structures and working arrangements.
- Ensure that there is good communication within their school and there are opportunities for individuals to raise concerns about their work, seeking advice from the Principal, Senior Leadership Team or the Wellbeing committee at an early stage where concerns are raised.
- Regularly check in with team members, thank and encourage them and offer praise when it is due.

- Co-operate with wellbeing lead/team to ensure that risk assessments are undertaken for roles or working practices that may give rise to work related stress and poor wellbeing.
- Encourage their staff to participate in activities undertaken by the School to promote wellbeing and more effective working.

Staff will:

- Recognise that staff wellbeing is the responsibility of all staff members.
- Treat colleagues and others they interact with during the course of their work with fairness, consideration and respect.
- Co-operate with the school's efforts to implement the *Staff Wellbeing Policy*, attending briefings and raising their own awareness of the causes and effects of stress and poor wellbeing.
- Raise concerns if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing.
- Be liable for their own health and wellbeing as far as is practically possible.
- Take care of their own health and safety at work and communicating with key staff where they need support
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.

4. Wellbeing Lead/Team will:

- Determine the *Staff Wellbeing Policy* and recommend its adoption.
- Monitor the implementation of the *Staff Wellbeing Policy* and the operation of associated arrangements such as the Inspire counselling service.
- Ensure that the *Staff Wellbeing Policy* is kept under review and updated as appropriate.
- Co-ordinate and deliver appropriate training and briefings to increase awareness of the causes and effects of work-related stress among managers and other staff.
- Assist and support senior leadership to undertake local stress risk assessment where required.
- Organise appropriate activities to promote health and wellbeing.
- Consult with staff voice on the development and implementation of the *Staff Wellbeing Policy*.
- Act as the main focus group for consulting on the effectiveness of the Staff Wellbeing Policy and the measures taken to implement it, including organising staff questionnaires in relation to wellbeing and work related stress.

- Review the policy every two years following feedback from staff surveys, reviewing management information and the findings of stress risk assessments, and in consultation with the senior management team.

Some examples of what we do:

- A staff wellbeing committee with themed rewards throughout the year, providing creative opportunities for building morale and promoting wellbeing (e.g. croissant mornings, cake/fruit days, shared lunches).
- providing lunch and refreshments in INSET training
 - carrying out team-building exercises as part of staff CPD
 - giving staff the option to plan their own social activities
 - holding designated health and wellbeing sessions
 - thanking staff for their hard work
 - remembering staff birthdays with card and choice of cake,
 - continually reassessing marking and planning workloads
 - avoiding holding unnecessary meetings after school
 - celebrating staff achievements
 - providing pastoral services – drop-ins and confidential sessions
 - space in staff room for staff to be able to meet, relax and work quietly.
 - making refreshments available to staff
 - staff completing a wellbeing assessment plan to inform line managers of times when they may need help to maintain good mental health and wellbeing
 - staff notice board with wellbeing information.
- Posters around the school on Inspire counselling services.
- Allowing members of staff time to be part of the children's mindfulness and movement sessions.
- Teacher planning time to help with workload.
- Staff room facilities; coffee machine, toastie maker and water boiler.
- Working together on shared paper work; e.g. Classroom assistant monthly reports.

5. Arrangements for implementing the Staff Wellbeing Policy

At whole school level a wellbeing questionnaire will be developed to establish whether the School's policies and procedures are sufficient to address any gaps identified in the school's policies and procedures. A risk assessment may be carried out if needed.

6. Consultation and Communication

- The School will consult with staff on the *Staff Wellbeing Policy* and measures taken to implement the policy through the operation of the Wellbeing Lead/Team.
- Staff surveys and other tools will be used to gather feedback on staff wellbeing.
- The views of individuals will be sought in areas or teams subject to local stress risk assessments.

- The Staff Wellbeing Policy and measures taken by the School to manage work-related stress will be communicated and promoted in school.
- The *Staff Wellbeing Policy* will be made available to all staff and as part of our induction process to new staff. The contents of the policy will be covered during general induction training sessions for staff and through specific training on stress awareness.

7. Monitoring and reviewing the Wellbeing Policy

The *Staff Wellbeing Policy* will be reviewed every two years by the Wellbeing Lead/Team and Senior Management Team. This will consider all relevant collected data and risk assessments as outlined in this policy.

8. Related policies

This policy should be read in conjunction with policies for:

- special leave of absence
- performance management
- health and safety
- attendance management and procedure
- whistleblowing.

**Adopted
May 2023**

**Review
September 2025**