

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL



Staff Wellbeing Policy

Mission Statement

At St Francis of Assisi Catholic Primary, God is at the heart of our school
We try, everyday, to follow Jesus' commandment 'Love one another as I
have loved you'

We do this through love for our families, our friends, and our school

We respect our environment and recognise our responsibility for it

We encourage in each other a love of learning

We rejoice in each others' uniqueness

We place prayer and worship at the centre of everything we do

We are a community of love dedicated to God

Our school is somewhere We can grow together

Staff Wellbeing Policy

Rationale

The Governors of St Francis of Assisi Primary School recognise that staff members are our most precious resource and maintaining their wellbeing is one of our highest priorities. We wish to ensure that employee wellbeing is regularly monitored and reviewed against the National Health and Safety standards.

Introduction

The Governors, as the employer, have a duty to ensure the health, safety and welfare of its employees as far as is reasonably practicable. They are also required to have in place measures to mitigate, as far as is practicable, factors that could harm employees' physical and mental wellbeing, which includes work-related stress. This duty extends only to those factors which are work-related and within the School's control.

Governors accept 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.

This policy recognises that there are many sources of work-related stress and that stress can result from the actions or behaviours of managers, employees, parents or pupils. The Health and Safety Executive have produced a number of Management Standards which cover the primary sources of stress at work that, if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. These are:

- *Demands - i.e. workload, work patterns and the work environment.*
- *Control - i.e. how much say a person has in the way they do their work.*
- *Support - i.e. the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.*

- Relationships - *i.e. promoting positive working to avoid conflict and dealing with unacceptable behaviour.*
- Role - *such as whether people understand their role within the organisation and whether the organisation ensure that they do not have conflicting roles.*
- Change – *such as how organisational change (large or small) is managed and communicated within the organisation.*

Statement of Intent

The Governors and the Headteacher acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a persuasive business case as well as a moral and legal duty for taking steps to promote employee wellbeing as far as is reasonably practicable. As a Catholic School we are firmly committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with dignity, and can work at their optimum level. The Governors and the Headteacher recognise that work-related stress has a negative impact on employees' 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 employees by:

- Creating a working environment where potential triggers of work-related stress are avoided, minimised or mitigated, as far as practicable, through good leadership and management practices, effective Human Resources policies and continuing professional development.
- Increasing Senior Leaders' and employees' awareness of the causes and effects of stress.
- Promoting a culture that is open and supportive of staff experiencing stress or other forms of mental ill-health.
- Developing the competence of Senior Leaders so that they manage staff effectively and fairly.
- Engaging with staff to create constructive and effective working partnerships within teams and across the School.
- Establishing working arrangements whereby employees 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 and effectiveness as a means of reducing their own stress and that of their colleagues.

Responsibilities for implementing the Staff Wellbeing Policy

Governors, Headteacher and Senior Leaders will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the School.
- Champion good leadership and management practices and the establishment of a work ethos within the School that discourages assumptions about long term commitment to working hours of a kind likely to cause stress and which enable employees to maintain a reasonable “work life balance”.
- 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.
- Encourage initiatives and events that promote health and wellbeing.

All Leaders and Managers will:

- Treat individuals reporting to them with consideration and dignity and will promote a culture of respect in the teams they lead and 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 of work-related stress.
- Encourage staff to participate in events and initiatives undertaken by the School to promote wellbeing and more effective working.
- 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 Wellbeing Policy, by raising their own awareness of the causes and effects of stress on health.
- Raise concerns with their line manager or designated wellbeing leader if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing.
- Take responsibility for their own health and wellbeing by adopting healthy lifestyles.
- Take responsibility for their own professional development as one of the means to enable them to work effectively and so reduce the risk of stress.
- Take responsibility for working effectively in their allocated role and thereby helping to avoid causing stress to their colleagues.

Headteacher will:

- Ensure there are arrangements in place to support individuals experiencing stress, referring them to the LA's Occupational Health advisers where appropriate.
- Ensure that all staff members are aware of the LA's confidential Counselling Service free to all employees.
- Enable the School to measure its performance in relation to stress management and employee wellbeing through: sickness absence data, staff turnover, number of referrals to Occupational Health, exit interviews and the number of grievance and harassment cases.
- Seek the views of staff members on the effectiveness of the School's Staff Wellbeing policy and stress management arrangements using staff surveys and other appropriate questionnaires.
- Ensure the Staff Wellbeing policy is covered during induction training sessions for new staff.

Governors' will:

- Determine the Staff Wellbeing policy and recommend its adoption by the school.
- Monitor the implementation of the Staff Wellbeing policy and ensure that Staff Wellbeing is an agenda item for each Committee meeting.
- Organise, in liaison with the Headteacher, appropriate events and initiatives to promote staff health and wellbeing.
- Develop, in liaison with the Headteacher, a risk assessment based on the Health and Safety Executive's 'Management Standards for Work-related Stress'.
- Review the policy every three years following feedback from staff surveys and information provided by the Headteacher.

Good Leadership and Management Practices

The following arrangements to promote staff wellbeing and stress prevention are already fully in place at St Francis:

- All new staff members receive a comprehensive induction session, from a senior leader, prior to taking up their appointment. This will include coverage of the School's Safeguarding procedures and all Staffing policies.
- New staff members are teamed with an experienced staff member to support them.
- All new staff members are made to feel welcome and given as much support as required.
- The Catholic ethos of the School promotes the dignity and respect of all individuals and forms the basis for all relationships within the School community.
- High quality continuing professional development is provided to enable all staff members to deliver school improvement priorities and ensure positive outcomes for all learners.
- A robust Appraisal system is in place that provides targeted professional support to ensure staff meet their agreed objectives.

- Staff members are actively encouraged to seek support to improve their professional expertise from more experienced colleagues and school leaders.
- The Headteacher and Senior Leaders provide an open listening environment that responds promptly to problems and concerns.
- Decision making processes are clearly understood and supported by staff.
- Staff who are experiencing challenging circumstances outside of school are signposted to external support if appropriate and supported internally by senior leaders.
- Staff who are experiencing challenging circumstances inside of school will follow workplace procedures and will be supported by another member of staff who is not involved in any support programmes or capability procedures.
- A welcoming, tidy and comfortable staffroom is available for all staff that is sensitive to issues of race, gender, sexuality, culture and disability.
- Refreshments are readily available for all staff provided by School Governors.
- A dedicated PPA working space is available for all teaching staff.
- School successes are celebrated by all staff members.
- Positive comments made about the school and staff are shared.
- Social activities are organised for staff by staff.
- An assigned member of the SLT who can be a first port of call for staff wishing to raise concerns about their own or others' wellbeing, in confidence.
- A Wellbeing report will be commissioned annually.
- The Headteacher will lead a Wellbeing discussion during INSET at the start of the new school year, and meet before Easter to reflect upon any actions taken.

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Next Review June 23

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