

## THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

### Staff Wellbeing Policy

The Executive Headteacher and the Management Committee have the responsibility to have healthy and happy staff. Both KSSS & BPRU schools are committed to protecting the health, safety and welfare of our employees as far as is reasonably practicable. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to all staff in the School. The School's senior managers are responsible for implementation and the School's are responsible for providing the necessary resources – as far as possible.

#### Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

#### Policy

- The EHT & SLT in each school will strive to identify workplace stressors and control the risks from these stresses that is possible in this type of school.
- The staff need to discuss their well-being with EHT or other SLT staff to bring it to the attention of the EHT to implement suitable intervention strategies to reduce unnecessary stresses in the work place.
- The MC will appoint a staff wellbeing governor who will be consulted on proposed action relating to the prevention of work place stress (currently Jane Gentles).
- The MC will appoint a whistleblowing governor (currently TBA )
- The EHT will support all staff in accessing training in good management practices.
- The EHT can signpost staff affected by stress caused by either work or external factors to confidential counselling through the SCC Well Being – Think Well; via OH.
- The staff can access weekly onsite (at KSSS) confidential staff supervision (Tracie Holyrod)
- Staff can access Mindfulness practice (currently Sam Harris).
- To establish a Staff Well-Being group to review practice, policy and recommend new developments to meet the staff's needs at either school.
- To establish a Staff Mental Health First Aider for staff to access (currently Sam Harris at KSSS; TBA at BPRU)

#### Responsibilities for implementing the Wellbeing policy

##### Executive Headteacher:

- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the SLTs of any changes and developments in the field of stress at work.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and individuals on training requirements.

- Provide continuing support to managers and individuals in a changing environment and encourage referral to professional counselling services where appropriate.

### **SLT:**

- Conduct and implement recommendations of risks assessments within their jurisdiction
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are qualified/trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads – knowing that many workloads are cyclical.
- Monitor working hours to ensure that staff are not overworking.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation etc.
- Liaise with the Staff Well-Being group on development and implementation of the wellbeing policy

### **All Staff:**

- 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, 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 wellbeing
- Take responsibility for their own health and wellbeing by adopting healthy lifestyles
- Take responsibility for developing their own skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues
- Raise issues or concern through the Staff Wellbeing group, their line manager or occupational health
- Accept opportunities for counselling when recommended

### **Staff Well-Being Group: suggested**

- Will comprise an SLT (currently TBA), teacher representative (currently TBA), support staff representative (currently TBA) and link governor (currently Jane Gentles.)
- Will be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Will consult with colleagues on the issue of stress including conducting any workplace surveys/feedback.
- Will be meaningfully involved in the risk assessment process.

### **Monitoring and reviewing the Staff Wellbeing policy**

The Executive Headteacher will provide updates to the full MC on staff wellbeing as a standing agenda item at each meeting. The wellbeing policy will be reviewed every two years by the Executive Headteacher in conjunction with the Staff Wellbeing group and MC with any necessary revisions or amendments being made as appropriate.

### **Governor Contact Details**

Staff Wellbeing Governor: Jane Gentles:

Whistleblowing Governor: tba