



Crowle Primary Academy Staff wellbeing policy



At Crowle Primary Academy we want to ensure that all staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance.

At our school every person matters.

Aims

- 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) in line with the flexible working policy, 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

Within Crowle Primary Academy every member of staff has a defined role. Initiative is actively encouraged and as a school we welcome staff to be free thinkers and extend practice beyond the expected. The school has a Continuing Professional Development and Induction Policy which details the means by which all staff are encouraged to extend their skills and knowledge. Formal access to courses and training is through individual performance reviews and through the school's Developing Excellence Plan.

As a school we are open to the changing face of employment structure and the relationship between home and work life. We make every effort to ensure that an employees working pattern suits their needs through the Flexible Working Policy.

The Local Governing Body:

- 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 and in line with the Flexible Working Policy.
- 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.
- Will provide personal and professional development opportunities.



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The Head Teacher:

- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will support the Local Governing Body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at 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 coordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The coordinator 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 in conjunction with the Human Resources provider.

Staff members:

- Will make themselves aware of the school's policies on Capability, Bullying, Harassment, Attendance, Leave of Absence 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 their Line Manager/Phase Leader 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 in line with the policy 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.
- The Senior Leadership Team 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 provision in place with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.
- Where necessary, staff should be encouraged to use the confidential counselling service available via Medical & Well-Being Services. This service provides staff with serious concerns to obtain advice and support outside of the workplace.
- The school will provide access to Medical & Well-Being Services which is proven to prevent and reduce staff absence at school.
- 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 counselling.



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- 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.

Relationships

At Crowle Primary Academy we promote positive relationships within the staff and pupils. We encourage everyone to report any incidents of bullying or unacceptable behaviour in line with the Whistleblowing Policy. These will then be fully investigated by an appropriate member of the SLT and a member from the Local Governing Body, if required.

In addition, we recognise the importance of staff having time together and social events are organised throughout the school year for staff to attend. These are organised within school whenever possible to enable all staff to attend.

We promote positive relationships within the staff and pupils and we adhere to the principles of growth mindset, which is applicable to adults and pupils alike. We encourage everyone to report any incidents of bullying or unacceptable behaviour. These will then be fully investigated by an appropriate member of the SLT and a Local Governing Body member, if required.

Procedures to promote staff wellbeing

- Continuing Professional Development opportunities for all staff.
- Regular social events throughout the year.
- Appraisal for all staff.
- All staff encouraged to contribute to the School Development Plan.
- All staff invited to attend INSET days.
- Recognition on staff birthdays/special occasions e.g. birth of a child, 40th birthday etc.
- Secret Santa at Christmas
- 'Just because ...' recognition and appreciation
- Staff shout out board in the staffroom

Staff well-being questionnaire

At the beginning of each year staff are issued with a questionnaire as a means for SLT and the Local Governing Body to gain a full honest understanding of well-being within the school.

This provides an opportunity for staff to raise any issues/concerns in a more formal manner. The results of the questionnaire are analysed and any areas that arise are addressed.

Wellbeing Network Meetings

The school has an internal Network Work meeting led by the Wellbeing Co-ordinator which will meet at least once a term to discuss staff wellbeing at every level. This Network will be made up from a cross sector of both Teaching and Support Professionals and will report directly back to the Head Teacher.

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