St Michael's C of E Schools' federation

Wellbeing Policy



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Part A – Policy

1. Policy Statement

This School acknowledges the duty of care it has towards all Employees and recognises the importance of supporting and promoting physical, mental, social and financial wellbeing within the workplace.

This policy provides a framework within which the school will seek to encourage and facilitate working practices to measure and improve Employee wellbeing. It also makes recommendations for a school Wellbeing Action Plan to be used in conjunction with this policy. The proposed Wellbeing Action Plan will be used to design and deliver evidence-based initiatives the School are undertaking to support and promote their Employee wellbeing. Details of services and organisations which may support Employee wellbeing are also contained within this document.

2. Scope

This policy applies to all Employees of St Michael's Church of England Schools' Federation.

3. Adoption Arrangements and Date

This policy was adopted by the Governing Body of St Michael's Church of England Schools' Federation on 24.03.21 and supersedes any previous Wellbeing Policy.

This policy and Wellbeing Action Plan will be reviewed by the Executive Headteacher every 2 years or earlier if there is a need.

The effectiveness of this policy and Wellbeing Action Plan initiatives will be monitored, evaluated and reviewed by the Executive Headteacher and Governing Body.

4. Responsibilities of Executive Headteacher

- To seek to foster a culture in which the mental, physical, social and financial wellbeing of Employees is discussed openly and is actively supported

- To consider the impact of management decisions on Employee wellbeing and take appropriate actions to address issues whilst not preventing the right to manage staff

- To create a space for Employees to disclose a concern about their own wellbeing or others within the school

- To carefully consider any support it may be appropriate to provide where an Employee discloses a concern which may be impacting on their wellbeing

- To consider implementing appropriate measures to minimise risks to Employee wellbeing and to identify initiatives to promote and support Employee wellbeing as appropriate

- Attend training in order to increase their understanding and awareness of wellbeing

5. Responsibilities of Employees

- To make their Executive Headteacher / Line Manager aware of any factors which may be impacting on their wellbeing so appropriate support can be considered at the earliest opportunity

- Take reasonable responsibility for their own mental, physical and emotional wellbeing

- Acting in a manner which does not have a detrimental impact on the wellbeing of other members of the School community

- Act in a proactive manner in making use of wellbeing and support mechanisms provided by the School as appropriate

6. What is Employee Wellbeing?

The School recognises that a number of inter-related factors contribute to the overall wellbeing of Employees in the workplace. These include:

- Physical, mental, financial and social health
- Working environment, job demands and organisational culture
- Working relationships, leadership and management approach and communication
- Opportunities for personal growth and career development
- The ability to achieve a healthy work-life balance
- External factors which may contribute to poor wellbeing

- The Employee School Wellbeing Action Plan describes the specific initiatives the School is currently undertaking to support and promote wellbeing in these areas.

7. School Support for Employee Wellbeing

The School provides Employees with access to a number of services to support Employee wellbeing.

Occupational Health
The School provides Employees with access to Cantium HR Select Occupational Health. This enables Employees to discuss any concerns about their health and wellbeing with an occupational health specialist and for the School and Employee to receive advice / guidance on how to manage or support any medical condition.

Where an Employee wishes to access an OH assessment they should discuss this with the Executive Headteacher / Line Manager who will consider whether a referral may be appropriate.

Counselling Support
The School provides Employees with free access to Support Line Counselling Service. This is a confidential, independent service provided by fully trained counsellors.

Employees can access the service in confidence by contacting 03000 411411 or supportline@cantium.solutions.

Mediation
In appropriate circumstances the School provides Employees with access to mediation services. Mediation seeks to improve employment relationships by assisting Employees in reaching a resolution to workplace disputes or conflict.

Mediation is a voluntary and confidential process facilitated by an external professional mediator.

Coaching and Mentoring
The School offers Employees with access to coaching and mentoring opportunities to support their development. Coaching and mentoring may be considered where an Employee is new to their role, would like support with aspects of their work or in instances where an individual wishes to explore career development.

Employees wishing to access coaching and mentoring opportunities should discuss this with the Line Manager /Executive Headteacher in the first instance.

Education Support Network
https://www.educationsupport.org.uk/

The Education Support Network is a national organisation which provides practical and emotional support to teaching and support staff working in the education sector. The network also operates a free support line.

Support Line: 08000 562561

NHS
https://www.nhs.uk/conditions/stress-anxiety-depression/

The NHS Volunteers Service can also provide a telephone 'check in and chat' for if you have mental health issues and are feeling isolated.

Support Line: 0808 196 3646

8. Additional Support for Employees

Access a list of Education Staff Helplines on Kent-Teach (Appendix 1)

9. Associated Policies and Guidance

Employees are advised to read this document in conjunction with the following related School policies.

School Health and Safety Policy
School Absence and Ill Health Policy
School Grievance, Bullying and Harassment Policy

10. School Wellbeing Action Plan

Schools should document their wellbeing support in a wellbeing action plan.

Your wellbeing action plan should be designed to create supportive work environments in which staff can thrive. This includes:

- Making sure the right policies are in place to support wellbeing at work.
- Staff are given a voice and engagement is prioritised.
- Conversations around wellbeing are normalised and stigma is reduced.
- Tangible support is accessible for all staff to benefit from.

A full version of a school's action plan is available with Kent-Teach and Service Now. Please get in touch with your Wellbeing Advisors for access to this template.

Part B – Wellbeing Policy: Guidance for Schools

1. Why is Employee Wellbeing so important?

Employee wellbeing initiatives have been shown to:

- Increase Employee resilience
- Reduce sickness absence
- Boost morale and engagement
- Positively impact on retention
- Support recruitment by promoting a positive approach to wellbeing to candidates

Within the Education Sector the DfE has identified workload issues and the impact this has on work-life balance and wider wellbeing as one of the main factors cited by teachers leaving the profession.

A key focus of the DfE's Teacher Recruitment and Retention Strategy is to encourage schools to consider ways in which unnecessary workload can be eradicated and more flexible working arrangements promoted within Schools. Further information about the DfE's strategy can be found here: https://www.gov.uk/government/publications/teacher-recruitment-and-retention-strategy;

2. How can a School start to develop its wellbeing policy and action plan?

A staff wellbeing questionnaire is a good place to start as it helps taking the pulse of the organisation and identify those wellbeing issues impacting on staff. It may also be helpful to identify representatives from throughout the organisation to contribute to wellbeing working groups and seek a cross section of views on how the School can support Employee wellbeing.

The findings from these exercises can help inform and prioritise the key wellbeing objectives to shape the Employee Wellbeing Action Plan for the School.

3. Developing a Wellbeing Action Plan and Identifying appropriate initiatives

To support meaningful and successful change an action plan is recommended to capture a tangible record of the wellbeing initiatives which the School will focus on each year.

There are a range of practical measures Schools can consider incorporating within their Action Plan to promote and support Mental, Physical, Financial and Social employee wellbeing.

A free wellbeing action plan template is available to all schools via Kent Teach (www.kent.teach.com)

4. Monitor, Review and Evaluation

It is important to monitor and review progress towards action plan initiatives throughout the year and evaluate the impact of any changes introduced annually. This will help inform actions for future years. Remember wellbeing initiatives are not set in stone and should evolve over time in response to the changing needs of Employees.

5. Further Information and Resources for Schools

ACAS Health and Wellbeing in the Workplace
Guidance https://www.acas.org.uk/health-and-wellbeing

Anna Freud – 10 Ways to Support Staff Wellbeing
https://www.annafreud.org/schools-and-colleges/resources/ten-ways-to-support-school-staff-wellbeing/

Dfe School Workload Reduction Toolkit
https://www.gov.uk/guidance/school-workload-reduction-toolkit;

Dfe: Flexible Working Resources for Teachers and Schools
https://www.gov.uk/government/collections/flexible-working-resources-for-teachers-and-schools

HSE Work Related Stress and Management Standards
https://www.hse.gov.uk/stress/

Mental health at Work
https://www.mentalhealthatwork.org.uk/resource/address-your-stress-toolkit/?read=more;

Legislation

Legal Duty of Care – HASWA 1794 / Management of Health & Safety at Work Regulations 1999 – duty of care https://www.hse.gov.uk/legislation/hswa.htm

HSE Management Standards Demand / Role / Support / Relationships / Change / Role
https://www.hse.gov.uk/stress/standards/

Thriving at Work
https://www.gov.uk/government/publications/thriving-at-work-a-review-of-mental-health-and-employers;

Appendix A: Education Staff Helplines

