

# West Earlham Infant and Nursery School

## Staff Wellbeing Policy

### 1. Statement of intent

- a. At our school we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst staff so that all staff are made to feel welcome and included as a whole staff team and within specific teams.
- b. West Earlham Infant and Nursery School is committed to providing a safe, secure and supportive environment for all members of staff. With this in mind, this policy has been created to outline the steps that will be taken by the school to promote the mental and physical wellbeing of our staff.
- c. All members of staff will be made aware of the warning signs that can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous and confidential manner.

### 2. Legal framework

- a. This policy has due regard to relevant legislation, including but not limited to, the following:
  - Health and Safety at Work etc. Act 1974
  - Employment Rights Act 1996
  - Employment Relations Act 1999
  - Equality Act 2010
  - The Management of Health and Safety at Work Regulations 1999
  - This policy will be implemented in conjunction with the following school policies:
    - Health and Safety Policy
    - Induction of New Staff Policy
    - Code of Conduct

### 3. Warning signs

- a. All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress.
- b. The Head Teacher will arrange training to help staff manage workplace stress.
- c. Some of the **behavioural indicators** that are caused by stress include, but are not limited to, the following:
  - Difficulty sleeping
  - Changes in eating habits
  - Increased smoking or drinking
  - Isolation from friends and family
  - Poor attendance at work
- d. Some of the **physical indicators** caused by stress include, but are not limited to, the following:
  - Tiredness
  - Indigestion and nausea
  - Headaches

- Aching muscles
  - Heart palpitations
- e. Some of the **mental indicators** caused by stress include, but are not limited to, the following:
- Indecisiveness
  - Difficulty concentrating
  - Memory loss
  - Feelings of inadequacy
  - Low self-esteem
  - Poor organisation
- f. Some of **emotional indicators** caused by stress include, but are not limited to, the following:
- Anger or irritability
  - Anxiety
  - Hypersensitivity
  - Feeling drained and listless
  - Becoming withdrawn

#### 4. The governing body

- a. The governing body will
- Ensure the effective implementation of this policy.
  - Recognise mental health issues and seek to manage staff mental health through risk assessments, surveys and early intervention.
  - Ensure staff roles and responsibilities are clearly defined and monitored.
  - Ensure that all school policies are assessed for workload impact.
  - The governing body will allocate funds for a wellbeing budget. All members of staff are welcome to make
  - Suggestions for the use of this fund. The Head Teacher will have the final say as to how the fund is spent.
  - Be responsible for the wellbeing of the Head Teacher

#### 5. The Head Teacher

- a. The Head Teacher will
- Create a positive and supportive atmosphere throughout the school and be responsible for communicating this ethos.
  - Be responsible for implementing CPD which equips staff with the tools to effectively manage stress.
  - Aim to develop a sensitive performance management process that is linked to clear job specifications.
  - Aim to consider all staff in the school's decision making process.
  - Organise extra support for staff at times of increased stress, such as during Ofsted inspections.
  - Ensure that all policies that affect staff wellbeing are properly adhered to and reviewed.
  - Be responsible for decision making for authorising any staff absences, as well as granting extended leave.
  - Plan and monitor a system of mentors/buddies to provide additional support for staff.
  - Ensure that regular contact is maintained with members of staff who are absent for long periods.

- Report any significant issues about wellbeing to the governing body whilst respecting confidentiality
- Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the
- following:
  - Sickness and absence data
  - Staff turnover
  - Referrals to the counselling service
  - Referrals to other mental health services
  - Grievance cases
  - Harassment cases

## **6. The Well-being facilitator will**

- a. The Well-being facilitator will
  - Encourage all staff to attend events and training opportunities that promote wellbeing and health.
  - Provide information that helps staff to manage stress effectively.
  - Ensure new members of staff have received all the relevant information they require. This includes the procedures for raising concerns about wellbeing.

## **7. Senior management**

- a. All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.
- b. All senior members of staff will attend events and training opportunities which promote wellbeing and health.

## **8. Staff responsibilities**

- a. The health and safety lead is responsible for monitoring the effectiveness of wellbeing provisions in certain policies, including those relating to the following:
  - Performance management
  - Flexible working
  - Harassment
  - Capability and absence
  - Job description reviews
- b. All members of staff are responsible for acting in a way that maintains a healthy work/life balance.
- c. All members of staff will act in a way that promotes a positive, supportive atmosphere throughout the school.
- d. All members of staff are responsible for reporting honestly about their wellbeing.
- e. All members of staff will, where possible, ask for help when they feel under pressure or stressed.
- f. All members of staff will attend events and training opportunities which promote wellbeing and health.
- g. Members of staff will not act in a manner which endangers themselves or others.
- h. All members of staff are expected to consider responsibility as to whether their behaviour is affecting the wellbeing of other colleagues.

## **9. Working away from school**

Wherever possible, the ability to work away from school on important tasks will be extended to other members of the school's leadership team.

## 10. Other meetings

West Earlham Infant and Nursery school will apply good practice advice to meetings of all kinds to make best use of time including:

- Meetings being well chaired; and start and finish on time
- Minutes should be action points only unless there is a specific need for more detail
- Items that are 'for information' should be communicated by other means, e.g. staff noticeboard or by email

The school will also regularly review the need for meetings, i.e. is it still a relevant meeting, do we need a meeting this week or month, or can we cancel? Check attendee list – is the meeting relevant to all those attending?

## 11. Reporting procedures

- a. Two experienced members of staff will be designated as wellbeing officers; this is in the event of one of the wellbeing officers being the subject of the complaint:
  - Rebecca Patterson
  - Clare Glaister
- b. If any member of staff wishes to raise a concern about wellbeing, they are urged to discuss this with a trusted peer to try and resolve. If a solution cannot be found the member of staff should seek advice from the wellbeing officers.
- c. The wellbeing officer will provide the member of staff with information about the support that is available to them; this includes both within the school and outside sources.
- d. The wellbeing officer will treat all cases confidentially and will discuss with the individual how they wish the issue to be reported to the head teacher
- e. In some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed. If this is the case, staff will be made aware of the situation.
- f. The wellbeing officer, will explore the issue and report this to the head teacher.
- g. The head teacher will decide whether any further action will be taken.

12. As this policy demonstrates we are highly committed to the wellbeing of staff and this is demonstrated in some of the practical things that are put into place including

- valuing emotionally literacy
- investment in self-awareness/psychological resilience CPD for whole staff
- coaching for key staff
- buddy system for new members of staff
- clear induction
- open door approach to provide feedback for improvement
- staff socials
- broad and meaningful consultations i.e. staff deployment, curriculum changes
- promoting healthy lifestyles/sharing of good habits
- discouraging tasks that are habitual but not effective
- reducing unnecessary reporting and duplication of paper based task
- creation of high quality dedicated study space

- psychological supervision for senior staff
- discouraging staying late/ repeated long days
- reducing number of emails and weekend work
- sharing well-being newsletters and information
- 3 funded sessions counselling via Simon Blackmore for forms of distress
- access to Norfolk Support line for range of advice/services
- referral to Musculoskeletal services
- consideration of family issues/responsibilities i.e. older parents/attending children's events at other school
- responding to conflict in an appropriate manner
- supporting with challenging behaviour from children and families
- creating a physical environment that is clutter free and attractive to work in
- prioritising developing respectful relationships

## **Approval**

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **April 2018**. The date of the next formal review will be **April 2021** and every three years thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.