POLICY

For

Staff Health and Wellbeing

May 2019	September 2022	September 2025
September 2020	September 2023	
September 2021	September 2024	

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Striving for excellence, caring for all
Within a loving and caring Christian environment.

“A peaceful heart leads to a healthy body.” Proverbs 14:30.

“Don’t you realise that your body is the temple of the Holy Spirit, who lives in you and was given to you by God?” Corinthians 6:19.

“This is the day that the Lord has made. Rejoice and be glad.” Psalm 118:24

Our Academy Vision

We are a community in which everyone is offered the opportunity to fulfil their full potential, to understand themselves and be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all. This is because we know we are all God’s children.

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can.”

John Wesley

Statement of Intent

Abbey Academies Trust (AAT) wants to ensure that 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.

AAT is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

“A positive state of mind and body, feeling safe and able to cope, with a sense of connection with people, communities and the wider environment.” NHS England 2014

Our Trust recognises good practice from the DfE document Flexible Working in Schools April 2024.

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 that 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 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

Board of Trustees and Local Governing Body:

- Will support in the creation of a whole-school/ Trust approach.
- Will develop policy, drive standards and monitor impact.
- 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.
- 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 recognise staff and pupil well-being as vital and actively seek out information from staff and pupils about well-being and mental health.
- Will stay informed of current government legislation and guidance.
- Will review the demands on staff, and seek practical solutions wherever possible.

The CEO/Executive Headteacher / Headteacher / Head of School:

- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will support the board of trustees and 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 consider workload in key policies such as the Assessment Policy.
- Will monitor and review any measures that are planned, and assess their effectiveness.
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

Staff members

- 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 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 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 and through staff questionnaires.

Practical actions to support new staff

- All staff will be given a school orientation by a member of the Senior Leadership Team
- All new staff will receive the staff induction pack/staff handbook. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.
- All staff will be made to feel welcome and given as much support as required.
- All staff are to be issued with a name badge on arrival on their first day.
- At the end of the first week of employment, new staff will have a review with a senior member of staff.

Practical actions to support new roles

- Decide who will be supporting the person for the new role.
- Hold an initial discussion of roles.
- Hold visits to school/class or environment of new role.
- Establish a pattern of coaching.
- Hold an end-of-first-week review with supporting person.
- Provide 1:1 support for new tasks.

Procedures for handling issues of wellbeing

- The Senior Leadership team (CEO, Executive Headteacher, Head of School, Deputy Head and other managers) 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 contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.
- 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 as the Educational Support Helpline or support from the Local Authority e.g. counselling.
- During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.
- The same principles as above will be in place for non-work-related stress which may impact on work.

Procedures to promote staff wellbeing

- Communication via morning staff briefings or directly to groups of staff via email.
- Continuing professional development for all staff.
- Social Events.
- Appraisal.
- Annual job description meetings.
- All staff encouraged to contribute to the Academy Improvement Plan.
- All staff invited to INSET days.
- Recognition on staff birthdays/special occasions.
- Staff room for staff to relax, work and support colleagues.
- Staff questionnaire every two years.
- SLT seek staff views and ensure support in place for health and wellbeing.
- Counselling services available from Lincolnshire County Council Employee Support and Counselling Service – 01522 555440 emp.supportandcounselling@lincolnshire.gov.uk. Posters are displayed throughout the school in staff areas.

Communication

AAT will ensure that:

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all member of the organisation.
- Employees are informed when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

Monitoring and review

AAT will review this policy annually.

Effectiveness of the policy will be assessed through:

- Feedback from employees, management and trustees/governors.
- Review of the policy by management and trustees/governors to determine if objectives have been met