

ST CLARE'S PRIMARY SCHOOL



STAFF WELLBEING POLICY

Miss Angela Quinn March 2023

Introduction:

At St Clare' Primary School we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, nurturing and purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel part of a valued team, that they have the opportunity to express their views, have their suggestions for improvements taken seriously and are supported to manage their workload within a culture that supports a healthy work-life balance.

The purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing, whilst recognising that each individual member of staff and their circumstances are different. This policy provides an overview of the basis on which everyone can contribute and expect to be treated.

This policy accepts the Health and Safety Executive definition of work-related stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed on them'. There is an important distinction between 'reasonable pressures' which stimulate and motivate, and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

Aims

The Board of Governors and school's Senior Leadership Team are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with fairness and dignity, and can work at their optimum level.

We recognise that work-related stress has a negative impact on staff wellbeing, that it can take many forms, and so needs to be carefully analysed and addressed at an organisational level.

This Staff Wellbeing Policy works alongside the School's Health and Safety policy; the school will promote the wellbeing of staff by:

- Creating a working environment where potential work-related stressors are understood and mitigated as far as practically possible through good management practices, effective policies and staff development.
- Increasing senior leaders' and staff members' awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Engaging with staff to create constructive and effective working partnerships, both within teams and across the school.
- Establishing working arrangements whereby staff feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work effectiveness as a means of reducing their own stress and that of their colleagues.

Responsibilities for implementing the Staff Wellbeing Policy

The Principal, Senior Leadership Team (SLT), Board of Governors and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to school policy.

Together we will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the school.
- Champion good management behaviours to prevent and reduce staff stress, and establish a positive work ethos within the school.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting staff on any changes in the school, to management structures and working arrangements at both a whole-school and year-group level.
- Ensure that there is good communication within the school and that there are opportunities for individuals to raise concerns about their work, seeking advice from the Principal and member of the SLT at an early stage where concerns are raised.
- Regularly check in with staff, thank and encourage them and offer praise when it is due.
- Co-operate with Principal to ensure that risk assessments are undertaken for roles or

working practices that may give rise to work related stress and poor wellbeing.

- Encourage staff to participate in activities undertaken by the school to promote wellbeing and more effective working.

Principal (Wellbeing Lead)

- Devise the Staff Wellbeing Policy
- Monitor the implementation of the Staff Wellbeing Policy and the operation of associated arrangements such as the staff counselling service.
- Ensure that the Staff Wellbeing Policy is kept under review and updated as appropriate.
- Co-ordinate and deliver appropriate training and meetings to increase awareness of the causes and effects of work-related stress among SLT and other staff.
- Operate an ‘open door policy’ where staff can discuss their wellbeing and causes of stress at any time.
- Organise appropriate activities to promote health and wellbeing.
- Consult with staff on the development and implementation of the Staff Wellbeing Policy.
- Act as the main focus group for consulting on the effectiveness of the Staff Wellbeing Policy and the measures taken to implement it, including organising staff questionnaires in relation to wellbeing and work-related stress, and validating findings of school-level risk assessments.
- In consultation with the SLT, review the policy every three years following feedback from staff surveys, reviewing management information and the findings of stress risk assessments.

The Principal implements these responsibilities with the support of the SLT, who strive to be positive role models through their own practice.

Staff will:

- Treat colleagues and others they interact with during the course of their work, with fairness, consideration and respect.
- Co-operate with the school's efforts to implement the Staff Wellbeing Policy, attending meetings and raising their own awareness of the causes and effects of stress and poor wellbeing.
- Raise concerns with the Principal if they feel there are work issues that are causing them or their colleagues stress and having a negative impact on their wellbeing.
- Be liable for their own health and wellbeing as far as is practically possible.
- Take care of their own health and safety at work and communicate with key staff where they need support
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.
- Support colleagues personally and professionally, and inform management in confidence, if they feel they or a colleague needs support.

Examples of strategies to improve Staff Wellbeing in St Clare's Primary School:

- Open door policy - staff can meet with the Principal or management to discuss any work related or personal issues at a time that suits.
- Improved communication - keep all staff fully informed of all that is happening in the school.
- Sufficient time set aside for staff to set up their rooms at the beginning of the year.
- Time is allocated for staff to plan together. Encourage staff to plan collaboratively and share resources to reduce workload.
- Allocate time and give advance notice for staff to complete paperwork e.g. IEPs, CEFRs.
- Use of a School Development Day to hold parent meetings and complete reports.
- Meetings kept to a minimum and only held when necessary, so as not to utilise valuable PPA time.
- Where possible, permit staff to complete PPA or directed time at a place of their choosing.
- Ensuring time is given to embed new initiatives and programmes before another new initiative is introduced.
- Continually reassess marking and planning to reduce unnecessary or bureaucratic workloads.
- Where possible staff training should take place during a twilight to enable staff to have additional leave during the year.
- Teachers released 2 x 30 minutes per week while Principal takes children for singing.
- Ensure staff have the resources needed to deliver the curriculum.
- Monitoring meetings - staff to be given the agenda before meetings. Meetings should be

conducted in a manner which encourages collaboration and sharing of good practice.

- Principal to conduct a pastoral Return to Work meeting following an absence.
- Emails sent at night and weekends should be sent using “scheduled send“ so they do not arrive at night or during weekends.
- Responses to parents on Seesaw should be limited to 8.30am - 4.00pm or during working hours.
- School WhatsApp to be used sparingly at night and weekend.
- Ensure all new staff are added to school WhatsApp group.
- Staff to inform Principal if a parent is being demanding, unreasonable or abusive.
- Staff to inform the Principal if they require support with a disruptive pupil.
- Pastoral Team to provide guidance and a listening ear for staff who have a child in their class exhibiting behaviour difficulties.
- Half term meetings with classroom assistants.
- Biannual Staff Well Being day e.g cancer bus, reflexology, breast screening, mindfulness, cholesterol checks etc.
- Organising designated health and wellbeing sessions.
- Social Committee to organise social events.
- Keeping staff informed of EA Wellbeing Take 5 Hub information.
- Management to recognise and acknowledge the hard work of staff.
- Cancelling directed time on occasions in recognition of the hard work of staff.
- Celebrating staff achievements.
- Enabling staff to attend their children’s assemblies, sports day events, parent meetings, family funerals etc.
- Create an outdoor area for staff to be able to meet, relax and work quietly.
- Every three years staff to complete a wellbeing questionnaire. The results of this will lead to further suggestions for developing staff wellbeing.
- Provide creative opportunities for building morale and promoting wellbeing (e.g.croissant mornings, cake/fruit days, shared lunches).
- Provide counselling service for staff. This will be funded by the school.
- Beginning/end of term staff get together.

Consultation and Communication

- The School will consult with staff on the contents of the Staff Wellbeing Policy and measures will be taken to implement the policy.
- Staff surveys and other tools will be used to gather feedback on staff wellbeing using the anonymous pro forma created by Wholeschool.
- The views of **all** staff will be sought.
- The Staff Wellbeing Policy and measures taken by the school to manage work-related stress will be communicated and promoted in school.
- The Staff Wellbeing Policy will be placed on the Staff site.

Monitoring and Reviewing the Wellbeing Policy

The Staff Wellbeing Policy will be reviewed every three years or as required.

Related Policies

This policy should be read in conjunction with policies for:

- Equal opportunities
- Staff Attendance
- Pastoral Care
- PRSD
- Health and Safety
- Bullying and Harassment in the Workplace
- Menopause policy

