

# Gorse Hall Primary and Nursery School



## Staff Wellbeing Policy

Devised: November 2020

Review date: November 2021

## **1. Introduction**

At Gorse Hall Primary and Nursery School we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a close-knit, 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, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

This 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 and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

## **2. Aims**

We aim to ensure that our school:

- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- helps staff to manage their family and work responsibilities
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making
- takes account of equality implications.

## **3. Roles and responsibilities**

The senior leadership team (SLT), governing body and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty underpin 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.

The nominated persons are

- Wellbeing Lead -J. Evans,
- SENCO Lead - N. Suleman
- Wellbeing Working Team - S.Abbott/N.Thompstone/ J.Hand
- Wellbeing Nominated Governor – Glyn Goodchild

### **The governing body is responsible for:**

- fulfilling its duty of care as an employer
- monitoring the workload of the headteacher
- receiving any concerns from members of staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- reviewing this policy in conjunction with the headteacher
- considering how its own members are treated and valued
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- ensuring that other school policies and procedures take account of staff wellbeing
- overseeing that change management is operated in a fair and reasonable way.

### **The headteacher is responsible for:**

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- overseeing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- signposting staff to professional development training
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- overseeing and prioritising changes
- ensuring that staff are equipped with the right training to do the job confidently
- ensuring that staff feel valued and that time is set aside for them
- planning the year's timetable considerably bearing in mind staff commitments
- including in professional development meetings opportunity for staff to discuss their aspirations and career intentions
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- ensuring accessibility and the accessibility of SLT and Wellbeing Leads to members of staff
- ensuring that there are effective and robust methods of communication
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- conducting risk assessments for work-related stress
- relevant time protected for staff such as PPA, staff meeting time for reports etc.

The headteacher implements these responsibilities with the support of appropriate staff such as the deputy headteachers, senior leaders, Wellbeing leads and pastoral staff and who all strive to be positive role models through their own practice.

### **The Wellbeing Team are responsible for:**

- providing staff drop in sessions where needed
- cascading information /knowledge to improve wellbeing of all staff
- conducting staff wellbeing surveys and ensuring that areas of development are actioned and evaluated
- promoting wellbeing and good mental health through planned activities
- ensuring that staff have opportunities to contribute to the wellbeing of staff e.g. policies, planned wellbeing activities
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed.

## **Members of staff are responsible for:**

- treating one another with empathy, respect and kindness
- taking care of their own health and safety at work and communicating with key staff where they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff in the school and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.

## **Examples of good practice may include:**

- providing fitness classes for staff (subsidised or free where possible)
- giving staff the option to plan their own social activities
- celebrating staff achievements and promoting kindness via various methods e.g. Staff shout out display/ Random Acts of Kindness
- providing pastoral services – drop-ins and confidential sessions with Wellbeing Leads and signposting to outside agencies and support if needed
- creative spaces for staff to be able to meet, relax and work quietly whilst being sensitive to current social distancing rules
- providing creative opportunities for building morale and promoting wellbeing (e.g. shared lunches, 'Zoom quizzes') whilst being sensitive to current social distancing rules
- having an open door policy with SLT
- supporting teachers in their workload by ensure professional development meetings are designated to planning, assessing and reporting
- ensuring staff meetings are purposeful
- wellbeing plan in place to implement and review practice
- wellbeing survey conducted and reviewed at least twice in the academic year
- reviewing of workload management on a frequent basis and implementing changes that reduce workload and maintain a good work/home-life balance.

## **4. Support in specific circumstances**

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the school will continue to support even when external services are involved.

Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside the school. This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis.

## Related policies

This policy should be read in conjunction with policies for:

- feedback
- bereavement and loss
- performance management
- health and safety
- attendance management and procedure
- Child Protection and Safeguarding
- whistleblowing.

This policy should be read in conjunction with guidance for:

- Equal statement
- Staff Handbook

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### Signed by

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| _____ | <b>Chair of governors</b> | <b>Date: .....</b> |
| _____ | <b>Headteacher</b>        | <b>Date: .....</b> |