Testwood School		
Staff Wellbeing Policy		
Key Responsibility area:	JH	
Last Review:	February 2024	
Next Review:	February 2026	

Revision History

Version	Date	Amendments	Initials
1.0	28/4/21	Governors to Trustees throughout Policy checks to website	PW
1.1	20/05/21	An addition to include protection for bullying and harassment	JP
1.2	29/04/22	Revision date changed	JBa
2.0	20/05/22	Email address changed in 4.4.1	JBa
2.1	23/01/24	Revision date changed	JBa

1. Introduction

1.1 As the employer of staff in Testwood School, the Trustees recognise the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher and line managers in Testwood School. Throughout this document, reference is made to the responsibilities held by the Headteacher for operational purposes. Ultimate responsibility rests with the Trustees.

1.2 Testwood School and the Trustees of Testwood School are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in the impact on Teaching & Learning, overall performance, and the morale and productivity, which may disrupt or compromise student progress. In 2017, Testwood launched a Staff Wellbeing working party, which aimed to manage those factors that could harm staff members' physical and mental wellbeing, which includes work related stress. This group continues to play an important role at Testwood.

1.3 Staff to be protected from potential bullying and harassment.

1.4 Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Trustees of Testwood School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Code of Conduct Policy
- Health and Safety Policy
- Equality Policy
- Whistleblowing Policy
- Behaviour for Learning

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- Pay Policy;
- Performance Management Policy
- Behaviour for Learning Policy
- Safeguarding Policy
- Marking and Feedback Policy.

All policies are published on the Testwood School website.

1.5 The Trustees recognise the importance of workplace unions in promoting and maintaining a positive health and wellbeing environment.

2. Who This Policy Applies To

2.1 This policy will apply to all employees working in Testwood School.

3. Aims

3.1 This policy aims to:

3.1.1 Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.

3.1.2 Recognise the key role of the Headteacher/Senior Leaders/Line Managers for their responsibilities by enabling access to guidance, training and support.

3.1.3 Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing through effective health promotion programmes and initiatives.

3.1.4 Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their professional association representatives on health and safety matters.

3.1.5 Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.

3.1.6 Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.

3.1.7 Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

Responsibilities

4.1 **The Employer/Trustees shall:**

4.1.1 Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for staff with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.

4.1.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.

4.1.3 Act early and provide consistent support.

4.1.4 Attend regular training on health and wellbeing in schools.

4.1.5 Ensure that all policies at Testwood School are assessed for workload impact.

4.1.6 Take into account the equality implications of any policies introduced and monitor on a regular basis.

4.1.7 Develop a wellbeing strategy, in consultation with the workplace unions, to include a provision of benefits offered to staff.

4.1.8 Ensure the policy is monitored, evaluated and reviewed on an annual basis, in the light of changing needs and legislative frameworks.

4.2 The Headteacher shall:

4.2.1 Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, workplace unions and the staff of the Testwood School Wellbeing group.

4.2.2 Foster a supportive work environment, operating in a fair and consistent manner.

4.2.3 Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.

4.2.4 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

4.2.5 Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women and their partners, older women during the menopause, and those with caring responsibilities.

4.2.6 Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.

4.2.7 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

4.2.8 Ensure that all staff have access to regular training sessions on health and wellbeing in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.

4.2.9 Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.

4.2.10 Demonstrate commitment, via systems and practices in place in Testwood School, to employees maintaining a good work/life balance, and ensure that such practices are communicated to all staff.

4.2.11 Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

4.3 Senior Leaders/Line Managers shall:

4.3.1 Foster a supportive work environment, operating in a fair and consistent manner.

4.3.2 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

4.3.3 Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.

4.3.4 Ensure that the return-to-work procedure is established in the workplace that is supportive of staff both while absent and upon return to work.

4.3.5 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

4.3.6 Attend regular training on health and wellbeing in schools.

4.3.7 Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

4.3.8 Demonstrate commitment to staff by encouraging a good work/life balance.

4.4 Staff should:

4.4.1 Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager or Staff Wellbeing leads. This can be done via the Staff Welfare email: staffwelfare@testwoodschool.co.uk

4.4.2 Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.

4.4.3 Consider wellbeing support mechanisms offered by Testwood School e.g. counselling.

4.4.4 Consider attending training on health and wellbeing issues where they feel that this is appropriate.

4.4.5 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

4.5 Staff Wellbeing Lead/Group should:

4.5.1 Meet on a termly basis, or more frequently if required, to discuss matters relating to staff wellbeing.

4.5.2 Ensure that a range of, if not all, departments to be represented at Staff Wellbeing meetings.

4.5.3 Minutes and matters from meetings to be taken to SLT, proposing changes to be made.

4.5.4 Termly surveys for staff to be taken and results discussed at Staff Wellbeing meetings.

4.5.5 Staff Wellbeing will be a discussion point at other staff meetings: Department, CLs etc.

4.5.6 The Staff Welfare email will be monitored and act on a matters which arise.

4.5.7 The Staff Wellbeing group will encourage social and recreational initiatives to encourage team building (Buddy/Good Egg/Ray of Sunshine weeks, Staff Masked Singer, Happy Hamper, end of term social get-togethers)

4.5.8 Ensure the policy is monitored, evaluated and reviewed on an annual basis, liaising with Staff Wellbeing line manager and the Headteacher.

4.5.9 Follow behaviour for learning policy for students. Conduct policy for staff, Whistleblowing policy and staff wellbeing policy part of provision for staff.

This policy was approved by the Board of Trustees and will be reviewed bi-annually.

Useful Websites

Acas www.acas.org.uk
Information on stress, and employer and employee rights, in the workplace

Alcoholics Anonymous www.alcoholics-anonymous.org.uk
Fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism.

Carers UK www.carersuk.org
The voice of carers

CBI www.cbi.org.uk
Guidance to businesses on managing stress at work

Department of Health www.gov.uk/government/organisation/department-of-health
Information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT)

Dignity at Work Partnership www.dignityatwork.org
Information and guidance on bullying in the workplace

The Equality and Human Rights Commission www.equalityhumanrights.com
The commission is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

Gingerbread www.gingerbread.org.uk
Gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales.

HSE http://www.hse.gov.uk/stress/standards/
Information on the stress management standards

Local Government Employers www.local.gov.uk
Guidance for all councils on stress prevention and management

Mindful Employer www.mindfulemployer.net
Information and guidance on managing stress and mental health in the workplace

NASUWT www.nasuwt.org.uk
Information on a whole range of issues related to stress and wellbeing

NHS 111 http://www.nhs.uk/111
National Health Service advice and guidance on health matters

Princess Royal Trust for Carers http://www.carers.org
Here to improve carers' lives by fighting for equality and recognition for carers.

Relate http://www.relate.org.uk
UK's largest provider of relationship counselling and sex therapy.

Samaritans http://www.samaritans.org
Offers confidential, non-judgemental support to individuals.

Teacher Support Network
http://teachersupport.info

Work Life Balance Centre http://www.worklifebalancecentre.org
Exists to help people restore control over their workload and working lives we
enable them to cut down overworking and so make new decisions about how they
spend their time.

World Health Organisation
http://www.who.int/occupational_health/publications/en/oehstress.pdf Publication on
work organisation and stress