



HEALTH & WELLBEING POLICY

Chair's signature Mrs E Surtees

Head's signature Mr MJ Tipple-Johnson

Date 15th January 2020

Review date..... January 2021

This policy has been developed by the Governors and Headteacher to promote and encourage health and wellbeing at work.

In accordance with our Vision and Values, it is acknowledged that staff wellbeing is of paramount importance. Wellbeing is an important factor in the job satisfaction of our staff and is therefore a management issue for the school.

This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create an organisational culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. We have a clear aim to promote the positive aspects and ideas associated with the health and wellbeing at work.

The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves everyone associated with the school. The school has a unique set of features including its organisational culture, structures, system of operation, management practices and workplace environment, which together with staff personal lifestyle factors play a key role in the health and wellbeing of individuals and that of the school.

We aim to:

- Promote good practice in both physical and mental health & wellbeing activities and share successes across the school

- Provide training for all supervisory staff in good management practises appropriate to this policy
- Ensure all necessary recourses are provided to enable senior staff to implement the school's agreed health & wellbeing strategy
- Identify those circumstances that may contribute to inappropriate levels of work - related stress and conduct risk assessments to eliminate or control the risks from such stress
- Provide confidential counselling for staff whose wellbeing is affected by either work or external factor

Responsibility of the school

- To promote an emphasis toward good physical and mental health and wellbeing
- Provide central support and resources
- Provide training to staff
- Risk management
- Increase staff morale, job enrichment, quality of work life
- Continuous improvement of achievement
- Improved productivity and overall organisational performance

Studies have shown that regular, daily light or moderate exercise is beneficial for the prevention of heart disease and other life threatening diseases. The provision of opportunities for physical activity is one way that workplace can contribute to promoting health and preventing illness: there are many psycho-social factors which influence personal health and welling. Mental health promotion in the workplace can prevent stress as well as promoting an understanding of mental illness.

Harmonious working relationships created by effective leadership and staff and involvement in decision making, together with effective administration systems, are important contributors to staff health and wellbeing. Effective administrative and professional support can assist staff to undertake their designated role with organisational purpose and direction

Responsibility of Senior Managers

- Will establish effective monitoring processes so as to be able evaluate the impact of the policy
- Make recommendations following consultation with staff on developments and improvements to the policy
- Ensure the promotion of the policy throughout the organisation
- Provide support and guidance for individuals

- Allocate resources necessary to allow senior staff to deliver the agreed strategy on reactive response, promotion of health and wellbeing activities and health referrals for expert opinion

In addition to the general duties of all Senior Managers to influence the culture in their part of the school, their specific responsibilities include:

- Setting an example as role model by adopting and adhering to the agreed health and wellbeing strategy
- Actively promoting the principles and behaviours contributing to positive staff wellbeing
- Vigilance to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their derived from outside work, e.g bereavement or separation
- Ensuring effective communication between management and staff, particularly where there are organisational and procedural changes
- Ensuring that bullying, harassment and discrimination are not tolerated
- Referring employees (with their consent) to Occupational Health Service or counselling services
- Working with other senior management to initiate staff wellbeing focus groups where appropriate

Line Managers

All line managers and those with supervisory responsibility for other employees are required to:

- Facilitate risk assessments relating to staff wellbeing, implement agreed findings
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful development opportunities
- Monitor workloads to ensure staff not overloaded
- Monitor working hours to ensure staff are not overworking, and monitor holidays to ensure staff are taking their full entitlement
- Attend relevant training as required, including management training and health and safety training
- Ensure any potential staff wellbeing issues are communicated to a member of the Senior Management Team as soon as possible in order to secure appropriate advice and support
- Ensure effective measures are in place for monitoring all sickness absences for stress- related absence

- Ensure absence patterns are monitored, and anomalies are reported to Senior Management

Responsibility of Staff

All staff are expected to:

- Treat each member of staff with dignity and respect as an individual
- Take advantage of training and information sources
- Uphold confidentiality (wherever safety is not at risk)
- Recognise the limits to what they can do and seek advice at the earliest opportunity
- Share ideas from promoting health and wellbeing in the workplace
- Raise issues of concern with their line manager, their Health & Safety representative or member of the Senior management Team
- Accept opportunities for Occupational Health review or counselling when recommended

Policy Statement

The school recognises that mental health is as important as physical health. This policy applies to all staff employed here and includes those working in a voluntary capacity. It aims to ensure that staff feel supported in their work.

The purpose of the policy

- To support the effectiveness of its staff in their duties which contributes to achieving the school's objectives
- To seek to enhance the ability of staff to benefit from health & wellbeing solutions

It is the policy of the school to:

- A)** Promote health and wellbeing through its school policies, support services, information networks, and health promotions, including alcohol awareness, diet, exercise, self management, and by liaising with external agencies
- B)** Prevent, so far as is practicable, those circumstances detrimental to health and wellbeing

Confidentiality

While all dealings with staff are subject to school's policy on confidentiality it must be emphasised that this is often of paramount importance with regard to those experiencing mental health difficulties.

However, it must also be emphasised that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be at risk either to him/herself or to other people. If there is a conflict between these two statements then it should be stressed that the safety of the individual and or the safety of other members of our community takes precedence over confidentiality.

Review Date; November 2021