

Shireland Collegiate Academy Trust Policy

# Staff Wellbeing

<b>Committee and Date Approved</b>	Resources Board – October 2019
<b>Category</b>	Recommended
<b>Next Review Date</b>	Every three years unless change in legislation – <b>Autumn 2022</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	HR Director of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.**

## 1. Rationale

Shireland Collegiate Academy Trust recognises that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, 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.

The purpose of this policy is to ensure that we embrace the many 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 Trust and its schools:

- 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 Trust Strategy Team (TST), senior leadership teams, Trust Board and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all work relationships and where health and wellbeing are held central to Trust/school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to Trust policy.

**The Trust is responsible for:**

- fulfilling its duty of care as an employer
- reviewing this policy in conjunction with TST
- considering how its own members are treated and valued

- operating a sensitive performance management policies
- ensuring that other Trust policies and procedures take account of staff wellbeing
- overseeing that change management is operated in a fair and reasonable way.

### **The Trust Strategy Team is responsible for:**

- monitoring the workload of the Principal's
- receiving any concerns from members of staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance

### **The Principal is responsible for:**

- providing personal and professional development
- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- 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
- acting as gatekeeper and prioritising reforms and innovations
- 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
- providing meeting guidelines that are agreed upon and followed
- 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 to members of staff
- ensuring that there are effective 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
- ensuring that a mentor system operates within the school and especially for each new members of staff and that the staff induction process is put into place
- conducting risk assessments for work-related stress
- relevant time protected for staff such as PPA, staff meeting time for reports etc.

The Principal implements these responsibilities with the support of senior leaders and the Trust HR Team who all strive to be positive role models through their own practice.

## **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 Trust/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 workspaces.

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

- An annual calendar of meetings, deadlines and events will be provided to staff so that they can plan ahead and manage their workload in such a way as to help maintain a satisfactory work/life balance.
- providing lunch and refreshments in Inset training
- carrying out team-building exercises as part of staff CPD
- providing yoga, fitness and gym facilities for staff (subsidised or free where possible)
- giving staff the option to plan their own social activities
- celebrating staff achievements
- providing pastoral services – drop-ins and confidential sessions
- creative spaces for staff to be able to meet, relax and work quietly
- making refreshments available to staff
- providing creative opportunities for building morale and promoting wellbeing (e.g. croissant mornings, cake/fruit days, shared lunches).

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

The Trust/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.

## 5. Related policies/Documents

This policy should be read in conjunction with policies for:

- equal opportunities
- performance management
- health and safety
- attendance management and procedure
- leave of absence
- whistleblowing.

Employee Counselling Service

Employee Assistance Programme