

Shireland Collegiate Academy Trust Policy

Staff Wellbeing

Committee and Date Approved	Trust Board – March 2023
Category	Recommended
Next Review Date	Every three years unless change in legislation – Spring 2026
Policy Availability	Trust Website
Officer Responsible	HR Director of the Trust

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

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Rationale

Shirland Collegiate Academy Trust People Strategy aims to ensure we provide an environment where health and wellbeing are actively promoted, where people feel engaged with the wider Trust and valued for their contribution.

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 an organisation are determined by the extent to which staff work towards a shared vision.

The Trust recognises the importance of ensuring that all staff enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the Trust or the individual member of staff to work to the detriment of his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

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.

In order for our employees to be at their most effective they need to have a healthy work life balance; this will support us to:

- Attract and retain high quality staff.
- Improve effectiveness by reducing staff absence and turnover.
- Develop a motivated workforce with good staff moral to deliver the highest quality of provision.
- Develop staff throughout their careers to achieve their full potential within our Trust.
- Recognise that excessive hours of work can reduce staff effectiveness.
- Recognise that improving communication has a positive impact on staff.

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.
- To operate in a fair and consistent manner.
- Helps staff to manage their family and work responsibilities.
- Ensures staff feel valued.

- Involves staff in decision making.
- Communicates work-life balance practices to all staff.
- Clearly communicates development and changes to policies on a regular basis.
- Takes account of equality implications.

Health and Wellbeing

We will continue to focus on improving the health and wellbeing of our employees in order to create a resilient, physically healthy and emotionally balanced workforce. We will be proactive in educating our employees so that they are equipped to look after themselves with their health and wellbeing. The Trust recognises its duty to ensure the health, safety and wellbeing of all employees. The well-being of the staff is paramount, and the Trust will continue to work with a dedicated employee health and wellbeing service provider to ensure staff have access to professional support services.

Implementation

The Trust takes overall responsibility for implementing this policy and for ensuring the Principal and the Leadership Team enjoy a reasonable work-life balance. The Principal and Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

Commitment

The following issues will be reviewed for inclusion in a programme of committing to and improving employees' work life balance and their wellbeing:

- **Unmeasured Working Time**
Where employees are contracted to work unmeasured time, for example the Leadership Team, the Trust undertakes to ensure that the schools' requirements and expectations are reasonable.
- **Employment Policies and Practice**
The Trust and its schools undertakes to adopt and apply the appropriate policies in respect of 'family friendly' employment, including consideration of part time working, flexible working patterns etc where this can be implemented without detriment to the operational requirements of the school. The Principal and Leadership Team will adopt policies and provide clear guidance on time off for public or trade union duties, or for personal reasons – refer to the Leave of Absence Policy.
- **Individual and Team Workloads**
We aim for the Academy/School's timetable to reflect a fair and reasonable balance of work between different members of staff. Management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

- **Planning and Policies**

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose.

- **Meetings**

The Leadership team aim to ensure that patterns of meetings are appropriate to the requirements of the whole school, faculties and departments etc. and that they are agreed in advance and that the pattern is adhered to. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

- **Administration**

Administrative work has been delegated to appropriate support staff where appropriate and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school and where possible will be collated by support staff.

- **Individual support and training**

Individual support, including confidential counselling through the Trust's HR Team and Employee Assistance Programme will be made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life.

Responsibilities

The Trust/Academy/School are responsible for the wellbeing of all staff and will monitor the effectiveness of this policy through the member of SLT responsible for staffing/wellbeing.

We are committed to undertaking a wellbeing survey with our staff and creating an action plan to implement any necessary changes and encourage participation where people feel engaged with the wider trust and valued for their contribution.

The Trust Executive Team, senior leadership teams, Trust Board and school and central 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/Academy/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.

All staff are responsible for raising awareness of health and wellbeing issues.

Senior management

All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.

All senior members of staff will attend events and training opportunities which promote wellbeing and health.

Stress reduction strategies

Definition of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Stress can affect anyone and is not a sign of weakness.

- The Trust will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.

These risks will be regularly reviewed.

- The Trust will provide access to confidential counselling for employees affected by stress caused either by work or external factors.

The Trust will provide adequate resources to enable managers to implement this wellbeing policy.

Responsibilities

A member of the management team will be assigned as a wellbeing lead, taking overall responsibility for monitoring the wellbeing of staff.

Stress risk assessments and management action plans may be completed as and when necessary.

The management team will make referrals for employees to Occupational Health professionals and or counsellors if necessary.

Support in specific circumstances

The Trust/Academy/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 working environment. 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/Documents

This policy should be read in conjunction with policies for:

- Equality Policy
- Performance Management/Appraisal
- Health and Safety
- Management of Sickness Absence Procedure
- Leave of Absence
- Whistleblowing
- Family Friendly Policies.

Employee Counselling Service

Employee Assistance Programme