

# The Bourne Bourne Partnership



## Hadlow Primary and Shipbourne Primary Staff wellbeing policy

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| Compiled by:<br>Headteachers         | Date: September 2024   |
| Approved by:<br>Full governing board | Review: September 2025 |
| Template: The Key                    |                        |

## 1. Aims

This policy aims to:

- › Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- › Provide a supportive work environment for all staff
- › Acknowledge the needs of staff, and how these change over time
- › Allow staff to balance their working lives with their personal needs and responsibilities
- › Help staff with any specific wellbeing issues they experience
- › Ensure that staff understand their role in working towards the above aims

## 2. Promoting wellbeing at all times

Wellbeing is at the heart of our school culture. We appreciate that working in a school can be very demanding and there will be times that staff may feel under pressure. We pride ourselves on an open and transparent culture, where staff feel safe and secure to discuss any concerns they may have for their personal wellbeing, or those of others. Leaders are dedicated to supporting all staff, but expect transparent and professional communication in return. The wellbeing of ALL staff, including leaders, is a whole school priority.

### 2.1 Role of all staff

All staff are expected to:

- › Treat each other with empathy and respect
- › Keep in mind the workload and wellbeing of other members of staff
- › Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- › Report honestly about their wellbeing and let other members of staff know when they need support
- › Follow the school's policy on out-of-school hours working, including guidance on when it is and isn't reasonable to respond to communications
- › Contribute positively towards morale and team spirit
- › Use shared areas respectfully, such as the staff room or offices
- › Take part in training opportunities that promote their wellbeing

### 2.2 Role of senior leaders

Senior leaders are expected to:

- › Maintain positive relationships with their staff and value them for their skills, not their working pattern
- › Provide a non-judgemental and confidential support system to their staff
- › Take any complaints or concerns seriously and deal with them appropriately using the school's policies

- › Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- › Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- › Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- › Allow reasonable time away from school to attend medical appointments that cannot be arranged out of work hours
- › Speak with staff about the impact of long term health issues, including chronic fatigue, fibromyalgia, premenstrual syndrome and menopause, updating staff awareness training where necessary and implementing management plans as necessary
- › Promote information about, and access to, external support services
- › Help to arrange personal and professional development training where appropriate
- › Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- › Keep in touch with staff if they're absent for long periods
- › Conduct return to work interviews to support staff back into work
- › Conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation
- › Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- › Monitor the wellbeing of staff through regular surveys and structured conversations
- › Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- › Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- › Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes are made
- › Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- › Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- › Establish a clear policy on out-of-school hours working, including on when it is and isn't reasonable for staff to respond to communications, and provide clear guidance to all stakeholders
- › Make sure that the efforts and successes of staff are recognised and celebrated
- › Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- › Provide resources to promote staff wellbeing, such as training opportunities
- › Promote information about, and access to, external support services, and make sure that there are clear routes in place to escalate a concern in order to access further support
- › Organise extra support during times of stress, such as Ofsted inspections

## 2.4 Role of the governing board

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the headteacher
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

## 3. Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.

## 4. Monitoring arrangements

This policy will be reviewed every two years. At every review, it will be approved by Full Governing Board.

## 5. Links with other policies

This policy is linked to our:

- Positive Relationships policy
- Capability procedure
- Staff code of conduct
- Staff handbook