



Wellbeing Policy

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Principal

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Chair of Trustees

Written: September 2019
Review Date: September 2020

Stress is a complex issue that occurs when people become mentally, emotionally and/or physically distressed or disturbed, as a result of the ways a person perceives and reacts to pressures and demands.

By the very nature of the work undertaken by The Emscote School and the expectations placed upon them to perform to a high standard that involves public accountability, the role of the employee is likely to be stressful.

The Health and Safety Executive (HSE) defines stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed upon 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.

Our school acknowledges that people are our most valuable resource, and are committed to promoting a work environment that is safe and healthy, supports an acceptable work-life balance and recognises mutual responsibilities and rights of employers and employees.

Therefore, we are committed to:

- Identifying potential sources of stress in the workplace and taking such action as is reasonably practical to eliminate or reduce their effect on people
- Supporting individuals in managing effectively stress experienced by themselves and others, whatever the cause.

Aims

In order to realise this commitment, Positive about Young People has identified the following aims as for the effective management of stress in the workplace:

All Staff;

- To increase general awareness of stress and methods available to combat its damaging effects.
- To develop a healthy, motivated workforce who are able to deliver a high standard of education to pupils.
- To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees’ stress levels, mental and physical health.

Senior Leadership Team;

- To take action to identify and, so far as is reasonable, eliminate or reduce workplace stressors, whether associated with a person’s work, or relationships with others, accepting that the effect will be different as to the people involved and over time
- To assist in managing the effects of stress in others, particularly people whose work they supervise, and in themselves, whether the cause is internal or external to their working environment
- To manage effectively problems that do occur, including the return to work of staff who have had problems with the effect of stress

- To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To respond sensitively to external pressures which affect the lives of staff members.
- To provide staff with training to deal positively with stressful incidents and provide them with a sense of confidence to deal with emergencies via training.
- To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

Any strategy to manage stress effectively needs to be a partnership between management at all levels, including members of staff, support services and the recognised staff associations.

The Board of Trustees has overall responsibility for ensuring a healthy and safe working environment for all staff.

The Board of Trustees is responsible for monitoring the health and safety across the school and provides a forum for the consideration and resolution of corporate health and safety matters. This committee is also responsible for approving and monitoring the effectiveness of general staffing policies and procedures including those on grievance procedures and conditions of service.

Individual members of staff have duty to take reasonable care both of their own health and general fitness and of the health and welfare of others who could be affected by their actions.

Should individuals find that they are experiencing stress at work they are encouraged strongly to discuss this with Headteacher or a member of SLT, to seek assistance in reducing the stress and managing a positive emotional wellbeing.

It is understandable that individuals may find this difficult for several reasons including their perception that this may be seen as a weakness on their part. In this situation they can approach another member of the management team or seek assistance from one of the other support services listed below.

Individual staff are encouraged also to support colleagues showing any signs of stress and to seek assistance in doing this through the routes described above. Strategies that reduce work induced stress are based on the principle of good teaching practices.

For teaching staff these would include:

- Advanced thorough planning;
 - allocated your own time in your working day
 - ask to have time allocated to you by management when appropriate
- Good classroom control, including positive discipline and following school protocols;
 - seek support from SLT
 - support other staff within your lessons
- Staying on top of workload

- allocated your own time in your working day
- ask for support from colleagues
- Planning ahead for busy periods such as reports, IEP reviews and meetings;
 - timetables can be arranged with management to ensure that the work load is spread effectively.
 - aim to complete all work within working day.
- Attending weekly team meetings, and daily debriefs;
 - being honest in these meetings/debriefs to management about difficulties within the workplace.
 - asking for 121 time with a manager at ANY point to voice a more personal concern.

For Management these would include:

- Above advice remains applicable to Management where appropriate.
- The Principal meets with the Chair of the Trustees, regular basis, or as and when appropriate.
- Senior Leadership Team to have meetings with the Principal, on a regular basis.

Monitoring

The following will be monitored to give an indication of on-going stress levels:

- Levels of sickness absence, frequency and duration, supported by Peninsula HR.
- Voluntary self-certification following absence; this is to ensure that no health issues are being raised within the school, that could be avoided.
- Turnover rates of staff
- Levels of early / ill-health retirement
- Reported incidents of actual or potential violence/incidents
- Staff to student Ratio

Sources of Support

Counselling information can be accessed by all employees at, <https://www.warwickshire.gov.uk/mentalhealth>

Smart Phone Apps:

Apps are a convenient and useful way to look after your mental health, they can help tackle mental health issues such as anxiety, depression and stress. On advise of the NHS, the school can recommend these mental health apps;

- Headspace

- Fit2Teach
- Happier
- Calm

The Emscote school recognises that stress can occur in the lives of all members of our school family and support the needs and wellbeing of all staff, students, and volunteers.

Examples of ways we could and do support its staff in reducing stress:

- Reduction of hours
- Request for reduction of hours / responsibilities or changes to part time working arrangements are facilitated when possible.
- Positive about Young People creates opportunities for all staff to come together and have fun, through socials, and events. These are employee led, but fully supported by the SLT.
- Staff are invited to attend training and staff meetings as frequently as possible to give them information on the business as well as keep skills up to date.
- Regular 121 meetings are held, termly and through the appraisal process, giving staff freedom to voice concerns, development ideas, and struggles.
- Staff are encouraged to voice their opinions and to feel they are part of the decision-making process.

Staff Development

- New staff will be given a comprehensive induction programme with support available to them when they take up their post.
- Staff will be allocated jobs for which they are suited, supported by clear roles and objectives and appropriate training.
- Job descriptions will be clear and up to date.
- Training needs will be identified through the 121's.
- Decisions made by the SLT will be clearly communicated to all relevant staff.
- There is a grievance procedure to deal with any conflicts and grievances, those against the Headteacher are to be raised directly to the Chair of the Trustees.
- Staff are supported by the School's Behaviour Policy in dealing with any discipline problems.
- When necessary for staff to work alone, appropriate mechanisms to support staff will be made, refer to Positive about Young People Lone Working Policy.

Review

This policy is monitored by the governing body and will be reviewed annually.