



Diocese of Gloucester Academies Trust

Staff Wellbeing Policy

Authentically Christian

Boldly passionate about excellence in learning

Relentlessly driven in our aspiration for everyone

Status and Review Cycle;

Responsible group:

Implementation date:

Next Review Date:

September 2022

September 2024

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I. Statement of Intent

Clearwater CofE Primary Academy recognises that staff are our most important resource, to be valued, supported and encouraged to develop personally and professionally within a caring and nurturing community. We accept that there is a strong correlation between healthier, more positive staff, pupil achievement and school improvement.

The purpose of this policy is to provide a document that outlines the many practices that support staff health and wellbeing at our school; as a school we wish to take a positive and understanding approach to the promotion of positive health and management of stress in line with current good practice. We will do this by providing effective support for all staff to enable each individual to achieve job satisfaction whilst maintaining an appropriate work life balance.

2. Legal framework

2.1 This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999
- DfE (2022) 'Workload reduction toolkit'

2.2 This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Staff Attendance Management Policy
- Induction of New Staff Policy
- Data Protection Policy
- Grievance Policy
- Flexible Working Policy

3. Implementation

3.1 The Headteacher, Senior Leadership Team and Governing Body will:

- Promote a school ethos where all staff are valued and where respect, empathy and honesty form the basis of all school relationships.
- Ensure that all policies that affect staff wellbeing are properly assessed, adhered to and reviewed.
- Implement Continuing Professional Development, which equips staff with the tools to effectively manage wellbeing.
- Provide opportunities for personal and professional development.
- Operate Performance Management linked to clear job specifications.
- Provide extra support professionally and personally when required.
- Provide a non-judgmental and confidential support system.
- Promote information about and access to supportive services.
- Respond sensitively and flexibly to external pressures that impact on staff lives, whilst at the same time ensuring the efficient running of the school.

3.2 The school will implement the Staff Wellbeing Policy in the following ways: -

- Leaders will act as positive role models.
- Leaders will promote an open listening culture that responds quickly to problems.
- All staff, including leaders will recognise issues with wellbeing, in themselves and others, and ask for support when required.
- All staff will have a work life balance that maintains their own wellbeing.
- A named Wellbeing Coordinator/Governor will ensure that the school environment promotes staff wellbeing.
- Decision making processes will be inclusively reached where possible, clearly understood and supported by staff.
- All staff will receive appropriate support to help them to be able to fulfil their roles.

- New staff or staff with new roles will be supported with an appropriate level of induction/retraining designed not to overwhelm them in their new role.
- Provide welcoming and tidy staff facilities with access to refreshments, seating and toilet facilities.
- Give opportunities for all staff to socialise and relax with each other, in both formal and informal contexts.

3.Support for New Staff

- Comprehensive school induction process – duties and expectations will be made clear.
- Allocated mentor for every new member of staff, for headteachers this will be this the DCEO.
- Reviews with mentor at end of first week and then after 2, 4, and 6 months.

4. Support for New Roles

- Meeting to agree job description/roles and responsibilities and support/training required.
- Introduction/visits to new class or environment in which the role will be carried out.
- Allocated mentor.
- 1:1 support for new tasks.
- End of first week review with mentor then 2, 4, and 6-month reviews.

5. Positive Practices in our School

Positive practice to promote staff wellbeing in our school will include:

- HR counselling line.
- Policies in place that support staff wellbeing – eg Behaviour, Marking & Feedback.
- Annual wellbeing questionnaires, which are acted upon.
- An Open-Door Policy.
- Staff are kind to each other and bullying is not tolerated.
- Excellent communication and organisational systems so all staff know what they should be doing and when.
- Meeting times which are focussed and productive.
- Termly Work Life Balance Weeks – early finish/minimal marking activities/no clubs.
- Lunch provided on Inset days and Parents Evening Days.
- Positive comments made about the school and staff are shared.
- Successes are celebrated.
- Social activities are organised for staff by staff.
- Fitness activities – running/yoga etc.
- Mindfulness activities are promoted.

6. Support when Problems Arise

6.1 The school will provide support and discuss options as appropriate to the circumstances. In some cases, this may include external support; the school will continue to support even when external services are involved.

6.2 Support will be put in place for staff who are experiencing challenging circumstances outside of school. We can signpost to support in and out of school and consider a plan of workload and duties that could be managed differently during challenging or emotional periods.

6.3 Support will be put in place for staff who are experiencing challenging circumstances inside of school will follow workplace procedures, but also supported by another member of staff who is not involved in any support programmes or capability procedures.

7. Monitoring and review

7.1 This policy will be reviewed annually by the Local Governing Body and the Headteacher.

7.2 Any changes made to this policy will be communicated to all members of staff.

7.3 All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

7.4 The next scheduled review date for this policy is September 2024.

Also see: Flexible Working Policy