



GREENBANK PRIMARY SCHOOL

Greenbank Staff Mental Health and Wellbeing Guidance

This document outlines our commitment to supporting staff mental wellbeing and applies to all employees.

We have developed a wellbeing document to manage our obligations to maintain the mental health and wellbeing of all staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, the range of support available for the maintenance of mental health, and our commitment to handling individual issues. We seek to adopt a whole school approach to mental health and wellbeing and feel it is central to our school ethos. Improving staff's ability to manage their workload and to balance work and home life will ultimately lead to improved individual and school performance.

The school leadership team have a responsibility for staff wellbeing

We understand that we have a legal duty of care to employees to ensure their health at work. We put in place measures to minimise the risks to staff wellbeing and understand staff require ongoing support, training and development.

Steps we take to reduce the risks to staff health and wellbeing include:

- Member of SLT attending Rochdale Primary Mental Health and Wellbeing Network, designed to support and inspire mental health leads across our primary settings.
- Identifying and effectively signposting mental health support
- Providing access to PAM Assist, a confidential Employee Assistance Programme. This is clearly signposted throughout staff areas, i.e. staff room/ back of toilet cubicles
- Measuring and monitoring staff wellbeing through staff wellbeing surveys sent out 3 x a year.
- A staff wellbeing group; of whom were pivotal in the development of this document. This is facilitated by a member of staff who also acts as a bridge between staff and leadership, ensuring that staff wellbeing remains a priority in policies and practices, and is central to our school's ethos. This member of staff is also a trained mental health first aider.
- Signposting to resources, strategies and techniques, through the REAL Trust, Engage Rochdale and National CPD through unions, i.e. NEU
- 'Solution circles' built into staff meetings where we promote an open, positive and inclusive culture and ethos.
- Encouraging open mental health conversations as part of everyday school life, and teaching students about mental health and wellbeing through PSHE delivery and across the entire curriculum.
- A staff shout out board in the staff room, where staff can share who and what they are thankful for.



In addition, SLT seek to create a supportive culture where effective communication and honest feedback are prioritised through:

- A weekly briefing with all staff to deliver key messages
- A weekly SLT briefing
- Weekly planning meetings within own year groups
- An Email policy; we do not send emails out of working hours
- An open-door policy to the leadership suit (safe/ confidential spaces available)
- Comfortable staff-only spaces available (staff were consulted regarding these)
- Staff mental wellbeing discussed in governor meetings

Promote work-life balance

We prioritise work-life balance at Greenbank School and believe it is crucial to get the most out of our staff.

We do this through the following:

- Regularly reviewing workload
 - A Feedback and marking policy that is not onerous, yet remains effective
 - Full day PPA a fortnight for Teachers
 - Only essential staff meetings with times for in-class catch up throughout each half term
 - Ensuring staff meetings last for one hour only
 - Granting leave for own children's nativity plays/ sports day
 - Keeping school opening hours to 7:30am – 5:30pm
 - School leaders modelling a good work-life balance
 - Regularly addressing current practises that might be negatively impacting staff work-life balance
 - Organising staff social activities and events as part of the school calendar

Recognise and celebrate staff contributions and achievements

We know that recognising and valuing staff efforts and achievements can boost morale, increase job satisfaction, and contribute to a positive school culture. Therefore, we implement both formal and informal recognition systems, for example within whole school briefing/ within a school newsletter. We ensure recognition is fair and inclusive and celebrate both individual and team achievements.

We also earmark time for staff to relax, socialise and celebrate. For example at Christmas, Eid and the end of year celebrations.

Other measures

Other measures available to support employees and workers in maintaining health and wellbeing include:

- Procedures for reporting and handling inappropriate behaviour (for example bullying and harassment)
- Special leave arrangements, i.e. religious observance, discretionary leave
- Support for workers with disabilities
- Menopause information and support provided in communal areas.



- Infertility information and support provided in communal areas.
- Mental Health First Aiders in place;
Yvonne Matthew- Children's Welfare Officer
Toby Turnbull- Class Teacher
Ghosia Bi- Teaching Assistant