



Holme C of E Primary Academy Staff Wellbeing Policy

Date Agreed: September 2023

Date for Review: September 2024

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The staffroom
- The school website
- The school office

This will ensure the policy is readily available to visiting teachers, support staff, volunteers and parents.

Introduction

Holme C of E Primary Academy Primary recognises that people are our most valuable resource and wants to ensure that all staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance and in order for all adults and children to flourish.

Holme C of E Primary Academy is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress and to live life in all its fullness.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Aims

- 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.
- To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed.
- To communicate the importance of a work-life balance to all staff
- To respond sensitively to external pressures which affect the lives of staff members.
- To improve staff development, co-operation and teamwork by creating effective leaders.
- 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.

Actions to support new staff

- All new staff will receive the staff handbook. This will include key information.
- All staff will be made to feel welcome and given as much support as required.
- All staff are to be issued with a name badge on arrival.
- All new staff to receive induction to the school and their role within the school.

Actions to support new roles

- Decide who will be the supporting person for the new role.
- Hold an initial discussion of roles.
- Hold visits to school/class or environment of new role.
- Hold regular reviews with supporting person.

School measures to support wellbeing

- A termly calendar of meetings, deadlines and events will be provided to staff so that they can plan ahead and manage their workload in such a way as to help maintain a satisfactory work/life balance.
- Continuing professional development for all staff.
- Regular social events.
- Performance management through a Growth and Development Meeting to include wellbeing.
- All staff encouraged to contribute to the Academy Development Plan.
- All staff invited to INSET days.
- Recognition of staff birthdays/special occasions.
- Staffroom for each member of staff to relax, work and support colleagues.
- Marking policy regularly reviewed to reduce unnecessary marking workload.
- Positive comments about the school and staff are shared during PDMs.
- Well-being supported acts of kindness to support staff – e.g. Well-being Box and 'Little Acts of Kindness'

When Problems Arise

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.

Support for Staff

There is free support programme for staff through Employee Assistance for those that need further support which can be accessed either online or via the 24/7 freephone: employeeassistance.org.uk or 0800 328 1437

This service is completely confidential and is available to all staff and their families offering counselling and advice on a variety of personal, family or workplace issues. This includes but isn't limited to legal advice, emotions, money/financial worries, relationships, health and family.

The passcode to access this service is: diocese

Positive Handling

There will be a de-brief following any use of positive handline as this can affect staff members especially if they or the child is hurt.

Challenging Circumstances outside of school

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

Mental Health First Aiders

In school we have Mental Health First Aiders who can support at point of crisis. They are also able to signpost staff who feel they require further support in addition to supporting children. Information about who our Mental Health First Aiders are can be found in the Staffroom.

Time off work for medical reasons

Staff are encouraged to arrange medical appointments outside of school hours. However, if this is not possible, then support will be given on an individual basis considering circumstances.

Managing Absence Due to Ill Health

Please refer to the DEMAT policies that cover this area.