



LEARNING  
FOR LIFE  
TRUST

# Wellbeing Policy

<b>Policy Family</b>	HR		
<b>Policy Name</b>	Wellbeing Policy		
<b>Version</b>	1.0		
<b>Date</b>			
<b>Approved By</b>			
<b>Review Date</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Revision</b>
1.0		C.Steele	Original

Contents

Introduction ..... 3

Promoting Dignity at Work ..... 3

Work-life Balance ..... 4

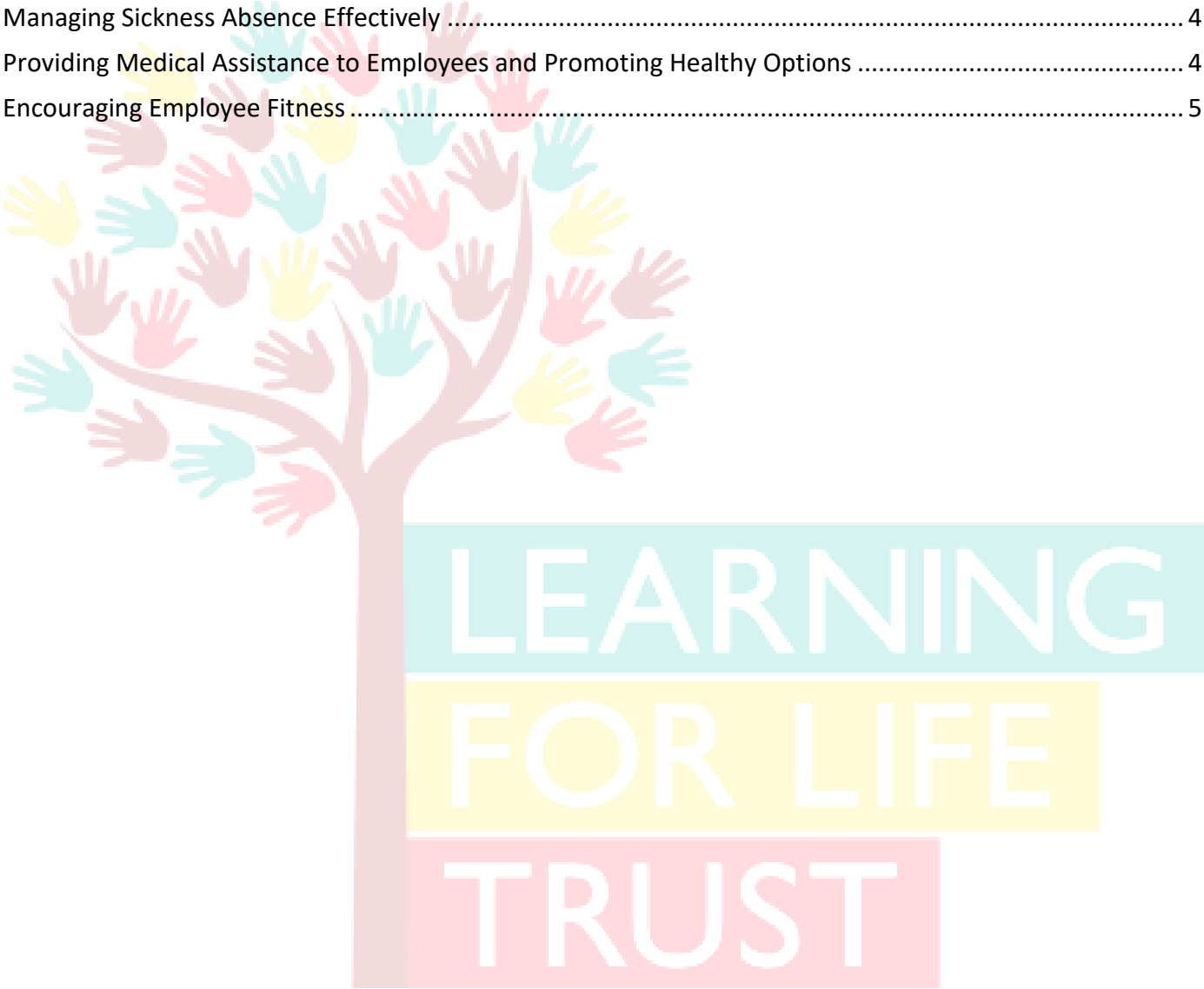
Training ..... 4

Occupational Health ..... 4

Managing Sickness Absence Effectively ..... 4

Providing Medical Assistance to Employees and Promoting Healthy Options ..... 4

Encouraging Employee Fitness ..... 5



## Introduction

The Learning for Life Trust is committed to ensuring the wellbeing of all employees. It is recognised that work has an impact on the mental and physical health of employees, and we are committed to making that a positive commitment.

Effective employee wellbeing will be achieved by:

- encouraging employees to seek a positive work-life harmony
- considering requests for flexible working
- providing support services to employees (e.g. counselling)
- encouraging employee fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively.

The aim of this policy is to outline the Learning for Life Trust's commitment:

- to improve the health and wellbeing of our workforce;
- to contribute to the National Strategy for Mental Health and Employment by providing support to employees suffering mental ill health;
- to prevent work-related illness and injury, going further to use the workplace as an opportunity for general health improvement;
- to respond early when health problems arise – and ensure that the necessary interventions are easily and speedily available;
- to ensure that appropriate rehabilitation support and workplace adaptations are available for those who have been out of the workplace because of ill health, enabling them to make their return to work as soon as possible.
- to promote a range of well-being initiatives which contribute towards excellent attendance and employee well-being.

## Promoting Dignity at Work

The Learning for Life Trust believes that all employees should be able to work without fear of being harassed or distressed by their colleagues, stakeholders or other contacts in the workplace.

Any employee who is distressed by events at work and believes that their dignity has been violated or they have suffered harassment should talk to their line manager. This will be addressed in confidence.

If it is not appropriate to speak to the line manager employees should speak to another member of the SLT or Trust staff.

The Learning for Life Trust will act promptly to investigate any allegations of unacceptable behaviour in the workplace in accordance with our Dignity at Work Procedure

The Trust will support employees in getting over any distress that has been caused.

Employees who harass colleagues, or engage in otherwise upsetting behaviour, could be subject to disciplinary action in accordance with our Disciplinary Procedure.

## Work-life Balance

All employees with at least 26 weeks' continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. The Learning for Life Trust will address all requests sympathetically and will try to meet all requests when the needs of the business allow. Requests should be made in line with the Flexible Working Policy.

Requests to work from home will be given careful consideration and will be dealt with in line with the Homeworking Policy.

Employees who work part time will be encouraged to attend team briefings. To achieve this, the timing of team briefings will vary to cover the different working patterns of employees.

## Training

Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

## Occupational Health

All staff have access to an Occupational Health Service which provides the following services:

- pre-employment screening;
- fitness-for-work assessments;
- rehabilitation plans and advising on reasonable adjustments;
- Return to work support.

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or another appropriate member of SLT. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs.

A referral to the Occupational Health Service will be made if this is considered appropriate after an employee's initial discussion with his/her manager or member of SLT.

Any employee wishing to be referred to Occupational Health should contact their line manager.

## Managing Sickness Absence Effectively

Employees who are absent due to sickness must adhere to our Sickness Absence Procedure.

Employees should not return to work if medical advice is that they are not fit to work.

Employees who have been absent from work for a lengthy period of time may request to return to work on a phased return programme. This will be agreed between the employee and their line manager.

While an employee is on sickness absence leave their line manager/appropriate member of SLT will keep in touch. The purpose of this will be to ensure that key communications are sent to the employee, and to ensure that the employee still feels part of the work team.

## Providing Medical Assistance to Employees and Promoting Healthy Options

To promote the health of all employees, the Learning for Life Trust will do the following:

- Provide access to a confidential counselling service. This service is not run by the Trust and no information about who has used the service, or why it has been used, is given to us. Details of the counselling service can be found via the Academy Business Manager.
- Support employees trying to give up smoking. The Trust has access to specialist services who will provide advice and support to those who try to give up smoking. Details of this can be found via the Academy Business Manager.

## Encouraging Employee Fitness

To promote exercise and fitness we will:

- Encourage travel to work by walking, cycling or running. Staff have access to changing facilities on school site.
- From time to time, events will be arranged for employees to participate in fitness activities. It is aimed to arrange at least one outdoor Fell Walk per year, with similar events taking place throughout the year. Employees wishing to arrange an event should speak with their Academy Headteacher.

