

Longmoor CPS

Staff Wellbeing Policy

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1.0 Policy Statement

At Longmoor Community Primary School, we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community. We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision. We believe that it is essential that all staff feel part of a valued team, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

2.0 Scope

This policy is a guide to all staff – including non-teaching and governors – outlining Longmoor's approach to promoting mental health and emotional wellbeing. It should be read in conjunction with other relevant school policies:

- Performance management
- Health and safety
- Whistleblowing
- Mental Health and Wellbeing
- Code of Conduct

3.0 Policy Aims

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff

- Acknowledge the needs of staff, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims
- To outline some of the ways in which we commit to maintaining staff wellbeing.

4.0 Roles and Responsibilities

The senior leadership team (SLT), governing body and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to school policy.

The governing body is responsible for:

- fulfilling its duty of care as an employer
- monitoring the workload of the headteacher
- ensuring that the resources are in place to keep staff workload at healthy levels whenever possible
- reviewing this policy in conjunction with the headteacher
- considering how its own members are treated and valued
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- operating a sensitive performance management policy

Mr Kevin Size is the governor with responsibility for having oversight of the school's approach to mental health and wellbeing.

The headteacher is responsible for:

- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- ensuring that staff are equipped with the right training to do the job confidently
- ensuring that staff feel valued and that time is set aside for them
- meeting opportunities for staff to discuss their aspirations and career intentions
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life, where possible.
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- ensuring accessibility of SLT to members of staff
- ensuring that there are effective methods of communication
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- ensuring that a mentor system operates within the school and especially for each new members of staff and that the staff induction process is put into place
- relevant time protected for staff such as PPA

The headteacher implements these responsibilities with the support of appropriate staff such as the deputy headteacher, senior leaders and pastoral staff who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- treating one another with empathy, respect and kindness
- taking care of their own health and safety at work, reporting honestly about their wellbeing and communicating with key staff when they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff in the school and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces
- take part in training that promotes their own wellbeing

5.0 Support in specific circumstances

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the school will continue to support even when external services are involved. Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis. Where possible, staff are supported with their work-life balance and wellbeing outside the school. This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis.

6.0 Our commitment to maintaining staff wellbeing

- Communication via staff newsletter and staff meetings in a controlled way that ensures the volume of communication, especially emails, is not overwhelming.
- Continuing professional development for all staff
- Teachers may work remotely on their PPA days, if they wish
- Staff have "Two Golden Tickets" which can be redeemed on a Friday afternoon
- Through our promotion of a work-life balance, school leaders actively encourage staff to make their own choices with regards to any additional hours that may need to be worked, beyond those for which they are directed, for example when to read and respond to emails.
- Governor dedicated to Mental Health and Wellbeing.

7.0 Signposting

Should staff need specific support, there are a number of ways that this can be done:

- Self-help – there are many resources on the Staff Padlet which can be used to promote own mental health and wellbeing
<https://padlet.com/lmonaghan/s6lqv4j9ntj8w77j>
- Staff can approach their Phase Lead, Deputy Headteacher or Headteacher, the pastoral team or Donna if they feel they need support from an external service provided by school (Brighter Horizons)
- There is information around the school to guide staff in follow steps to self-refer to services such as <https://www.educationsupport.org.uk/about-us>

8.0 Policy Review

This policy will be reviewed every two years as a minimum. The next review date is **December 2022**.

In between updates, the policy will be updated when necessary to reflect local and national changes. This is the responsibility of Emily Leonard.

Any personnel changes will be implemented immediately.