



Wellbeing Policy

Policy lead:	Leanne Takaki
Last review date:	November 2022
Next review date:	November 2023
Approval needed by:	Finance and Staffing Committee

History of most recent policy changes

Date	Page / Section	Change	Origin of change e.g. Legislation, TU request
01 December 2020	Whole document	Change to The Learning Alliance	Merger into new organisation
01 July 2022	New section	Equality Impact Assessment	Reflect good practice
01 July 2022	4/5	'What to do in a crisis'	Best practice guidance from Mentally Healthy Schools
01 September 2022	5/6	Employee Assistance Programme	New staff benefit offer from September 2022
01 September 2022	6	Staff Benefits – TLA Perks	New staff benefit offer from September 2022

Policy Equality Impact Screening

Date of screening: 01 July 2022						
Name of person completing screening: Leanne Takaki						
	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes
	Yes	No	Positive	Neutral	Negative	
Age	✓			✓		
Disability	✓			✓		
Gender Reassignment	✓			✓		
Race or Ethnicity	✓			✓		
Religion or Belief	✓			✓		
Marriage	✓			✓		
Pregnancy/ Maternity	✓			✓		
Sex	✓			✓		
Sexual Orientation	✓			✓		
Should the policy have a Full Equalities Impact Assessment? Yes/No						

The Trust is committed to staff wellbeing, integrating it into every part of our school culture by empowering our staff to lead a healthy active lifestyle, by engaging and equipping our staff to take responsibility for their emotional and financial wellbeing, and by ensuring that staff are supported to be healthy, happy and well-motivated, both in and out of the workplace. This policy is applicable to all staff. It does not form part of any employee's contract of employment, and we may amend it at any time.

This policy aims to:

- 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

The purpose of this policy is to set out the Trust's approach in supporting and enabling staff to maintain their physical, financial and mental health wellbeing.

This policy explains:

- What staff can expect from the Trust and what the Trust expects of its employees.
- Workplace measures to promote wellbeing, including sources of help.

What you can expect from the Trust

We will:

- Seek to ensure that staff mental health and wellbeing is always treated as a priority, and make sure that you are supported if you are facing such issues.
- Take all reasonable steps to provide a safe and positive working environment, and put in place measures to minimise the risks to your health and wellbeing.
- Ensure health and safety at work as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Provide first aid in accordance with health and safety first aid regulations, as well as mental health first aiders to support you if you are experiencing mental health problems.
- Make sure that jobs are designed fairly and that work is allocated appropriately between staff.
- Transparent pay and performance policies to support financial security.
- Set clear performance objectives and realistic timescales for delivery.
- Be supportive towards you, and where appropriate, seek to identify ways which can assist you to improve your health and attendance in the future.
- Listen, respond and act appropriately and in a timely manner when you tell us about something that is inappropriate or wrong.
- Respect the confidentiality of all information relating to any sickness in line with the Data Protection Act 2018 and the Access to Medical Records Act 1988.
- Treat you fairly and consistently in accordance with the terms of this Policy.

What the Trust expects of you

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing
- Take responsibility for caring for their own health and wellbeing by adopting good health behaviours (e.g. diet, alcohol consumption and smoking).
- Follow safe and healthy working practices and procedures, and report any concerns to line manager (i.e. if you believe that work or the work environment poses a risk to your health).
- Tell your Headteacher/Manager of any extenuating circumstances (e.g. personal, financial or family problems or an unmanageable workload) which may be affecting you in work.
- Ask the Headteacher/Manager for help if you need it.

Role of line managers:

Line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their staff
- Take any complaints or concerns seriously and deal with them appropriately using the school's/Trust's policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- Promote information about and access to external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they are absent for long periods
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- Conduct return to work interviews to support staff back into work
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation

Role of senior staff

Senior staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations

- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services
- Organise extra support during times of stress, such as Ofsted inspections

Role of the governing board

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the headteacher
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly with regard to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives. Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise
- At all times, the confidentiality and dignity of staff will be maintained.

What to do in a crisis

Sometimes a colleague may require more urgent help. They may be displaying symptoms of panic or distress, feel suicidal, or may be thinking about hurting themselves or others. If possible, try to alert

the school's designated mental health first aid trained member of staff who can support the employee in this situation. In the event of a crisis, try to stay calm and:

- Listen to them, and provide reassurance
- Ask them how you can help or what would help
- Ask them if there is someone they would like you to contact
- Keep the conversation going but try not to offer quick solutions
- If they need immediate help, dial 999 or, if practical, take/send the person to your local A&E unit
- If it is not an emergency ring the NHS non-emergency number: 111

Workplace Measures to Promote Wellbeing

The Trust has a Dignity at Work policy which sets out the standards of behaviour expected between colleagues at work, and explains how problems associated with bullying and harassment can be resolved if they occur.

There are also a number of policies available if you have concerns at work or wish to raise a complaint (e.g. the Grievance Policy and Procedures or the Trust's Whistleblowing Policy).

Occupational Health

The role of the Trust's occupational health provider is to assess the impact of 'health on work' and 'work on health' and to help maintain the health of the workforce. It is an independent advisory service that will give impartial advice to you and your manager.

The Trust's occupational health provider will undertake various screening medicals, and also assessments when you find aspects of your work difficult to undertake due to health problems, or when prolonged/frequent sickness absences occur. Full contact details for the Trust's occupational health provider are available from the Human Resources Team.

Employee Assistance Programme – Care First

The Trust has partnered with Sodexo to provide access to an employee assistance programme for colleagues within our schools.

Care first is designed to help employees with a wide range of work, family and personal issues, including:

- Work- life balance
- Relationships
- Childcare information
- Health & well-being
- Debt
- Disability and illness
- Education
- Consumer rights Workplace pressure
- Careers
- Bereavement and loss
- Stress

- Elder care information
- Life events
- Immigration
- Anxiety and depression
- Family issues
- Bullying and harassment

For wellbeing support contact 0808 168 2143 to speak to a professional counsellor or information specialist in confidence. Care first is available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone or online. The EAP can provide information booklets, articles, resource information on support services in your local area and short-term face-to-face counselling.

Staff Benefits – TLA Perks

Employees have access to ‘TLA Perks’ for a range of services including:

- Discounts in supermarkets and retail
- Discounts in cinemas and restaurants
- Cycle2 Work scheme
- Discounted fitness memberships
- Tusker car scheme
- Let’s Connect (Technological goods) – flexible repayment benefit

Employees register at www.tlaperks.co.uk with their name, employee number, and email address to begin.

Benefits that include long-term scheme and/or repayment commitments will be subject to approval.

Work Life Balance and Flexible Working

The Trust recognises that a better work-life balance can improve staff motivation, performance/productivity, and reduce stress. The Trust therefore has a number of policies that support you in achieving a better balance between work and other priorities such as caring responsibilities, leisure activities, further learning and other interests.

More information about work-life balance and flexible working options are available from the Trust. You should also speak to your manager and/or union representative for additional support and advice.

Links with other policies

This policy is linked to our:

- Appraisal policy
- Code of Conduct
- Capability procedure
- Dignity at Work policy
- Absence Management policy
- Discretionary Leave and Time Off policy
- Flexible Working policy
- Health and Safety policy

These policies can be found on The Learning Alliance website.

Data Protection

The Trust processes personal data, including information about your health, in accordance with its data protection policy. Inappropriate access or disclosure of your data constitutes a data breach and should be reported immediately in accordance with the Trust's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the Trust's disciplinary procedure.

Equality

The Trust is committed to promoting equal opportunities in employment. You (and any job applicants) will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation or caring responsibility. This means that the application of the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Monitoring and Review

The policy will be monitored to ensure that it is operating fairly, consistently and effectively. The policy will also be reviewed in the light of operating experience and/or changes in legislation.

Useful links

[MIND](#)

[Education Support](#)

[Mental Health at Work](#)

[Money and Pensions Service](#)

[Money Advice Service](#)

[Mentally Healthy Schools](#)

Help for Line Managers

[HSE Talking Toolkit](#)