



Children and learning at the heart of
our CARE-ing community

Old Fletton Primary School

Wellbeing Policy

Version 1 - June 2019

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Wellbeing

We have a duty to all staff at Old Fletton Primary School to constantly review procedures and practice to ensure unnecessary stresses and workload are reduced to positively impact on wellbeing.

Linked policies

Work-Life Balance Policy
Flexible Working Policy
Marking Policy
Learning & Teaching Policy
Whistleblowing Policy
Management of Sickness Absence Policy

What is the policy for?

This policy sets out Old Fletton Primary School's commitment to supporting staff experiencing wellbeing and/or mental health issues.

Who has devised and contributed to this policy?

This policy has been initially devised by the Headteacher and Deputy Headteacher, based on an EPM model policy. It is due to be reviewed and ratified by Governors.

How will this policy be communicated?

This policy is available on the school website and in the Headteacher's office.

How will this policy be monitored?

This policy will be monitored through performance management meetings.
The policy will be reviewed every 3 years in line with the policy monitoring schedule.

1. Terms of Reference

1.1. For all employees employed by the Governing Body of Old Fletton Primary School.

1.2. Definitions:

“Headteacher” also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.

“Line manager” also refers to any other title used to identify a direct supervisor or other senior manager.

2. Introduction

2.1. The Governing Body recognises its responsibility for the health, safety and welfare of its employees and understands that wellbeing and performance are linked.

2.2. The Governing Body are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with dignity, and can work at their optimum level.

2.3. This Wellbeing Policy sets out the school’s commitment to employee health, the responsibilities of managers and others for maintaining full health, communicating the range of support available for the maintenance of mental health and organisational commitment to handling individual issues. This policy does not form part of any employee’s contract of employment and it may be amended at any time.

2.4. The Governing Body recognise that unnecessary workload has a negative impact on employees’ wellbeing and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

2.5. The Governing Body are committed to balancing the needs of employees and the school’s educational, business and operational needs.

3. Responsibilities

3.1. The Governing Body

3.1.1. The Governing Body has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Governing Body will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

3.1.2. In addition to reducing safety risks, we will operate the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are reasonable.

3.1.3. The Governing Body will:

- Take overall responsibility for implementing this policy
- The Chair of Governors will take responsibility for the wellbeing of the Headteacher
- Adopt the appropriate policies in respect of ‘family friendly’ employment, including consideration of flexible working arrangements, part-time working, etc. where this can be implemented without detriment to the operational requirements of the school
- Ensure clear procedures are in place that will minimise levels of stress caused to employees when following formal procedures such as the capability, disciplinary or sickness absence management procedures
- Ensure that employees roles and responsibilities are clearly defined

3.2. The Headteacher

3.2.1. The Headteacher is responsible for monitoring the implementation of the policy to ensure that the policy is communicated to employees and that it is applied consistently.

3.2.2. The Headteacher will:

- Will take responsibility for the wellbeing of the Deputy Headteacher
- Create reasonable opportunities for employees to discuss concerns, and enable employees to do so in a supportive environment
- Pay attention to any indication of changes in performance or behaviour in employees and promote sympathetic alertness to employees who show signs of being under stress
- Follow medical recommendations when there are concerns or absence due to mental health problems
- Ensure, if requested by the staff member, that contact is maintained while absent and that a return to work policy is established in the workplace that is supportive of employees
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible
- Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate
- Endeavour that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications
- Make sure jobs are designed fairly and that work is allocated appropriately between teams
- Demonstrate commitment, via systems and practices in place in school, to employees maintaining a good work-life balance, and ensure that such practices are communicated to all employees
- Manage pressures which may affect employees, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible

3.3. Line managers

3.3.1 Line managers will ensure they are alert and listen to any changes in performance or behaviour in employees under stress and report them as soon as is practical to the Headteacher.

3.4. Employees

3.4.1. Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers or the occupational health service is treated in confidence.

3.4.2. Employees must:

- Seek support or help when they think they are experiencing a problem at the earliest opportunity to ensure effective strategies can be implemented
- Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace
- Ensure awareness of the school's policies and procedures relevant to employee wellbeing
- Assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or colleagues
- Treat colleagues and all other persons whom they interact with during the course of their work with consideration, respect and dignity
- If required, attend appointments with Occupational Health or other medical appointment/examination by a registered medical practitioner nominated by the school.

4. Support Mechanisms

4.1. Occupational health support

4.1.1. The Headteacher can contact the organisation's occupational health service for advice on managing issues regarding work-related stress and wellbeing. The occupational health provider delivers a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This includes preparing medical assessments of individuals' fitness for work following referrals from line managers and the HR department, liaising with GPs and working with individuals to help them to retain employment.

4.1.2. Occupational health professionals can aid in developing rehabilitation plans for employees returning to work after absences related to mental ill health, and work with GPs and line managers on designing jobs and working environments to ensure that rehabilitation is successful.

4.1.3. A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with the Headteacher. Discussions between employees and the occupational health professionals are confidential, although the occupational health team is likely to provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the school.

4.2. Employee Assistance Programme

4.2.1. The provider of external employee assistance services (Health Assured) will alert the organisation's management to clusters or "hotspots" of psychological risk in the organisation, drawing on anonymised data provided by calls to its 24-hour helpline and information from face-to-face counselling with employees.

4.3. Counselling

4.3.1. Counselling can be provided where appropriate through the school's provider. This will be a confidential, independent service using professionally qualified counsellors.

4.3.2. Employees can access the Counselling Service by contacting the employee assistance services.

4.4. Mediation

4.4.1. A mediation service could also be supportive in order to assist employees to return to normal working relationships. This could be accessed via the Counselling Service/ACAS/other. Where this service is appropriate it will be discussed with the employees affected by the situation.