

Vernon Primary School



Staff Wellbeing Policy

SCOPE

This policy is applicable to all employees of Vernon Primary School. It does not form part of any employee's contract of employment and we may amend it at any time, consultation and negotiation on proposed changes will take place via the recognised trade unions.

POLICY STATEMENT

The purpose of this policy is to set out the school's approach to managing its obligations to support and enable staff to maintain their physical and mental wellbeing.

The school has a responsibility for the health and wellbeing of its entire staff. As such we are committed to the fair and consistent application of a Wellbeing Policy that maintains the wellbeing of staff whilst enabling the school to deliver effective and efficient services to residents.

This policy explains:

- What you can expect from the school and what the school expects of you.
- Workplace measures to promote wellbeing, including sources of help.

This policy should be read in conjunction with the school's policies and procedures on Flexible Working, Leave and Time Off, Absence Management, Dignity at Work, as well as Health and Safety policies.

WHAT YOU CAN EXPECT FROM THE SCHOOL

We will:

- Seek to ensure that your health and wellbeing is always treated as a priority, and ensure 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 issues.
- Make sure that jobs are designed fairly and that work is allocated appropriately between staff.
- Seek to identify ways which can assist you to improve your health and attendance in the future.
- 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 SCHOOL EXPECTS OF YOU

We expect you to:

- Take responsibility for caring for your 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 your manager (i.e. if you believe that work or the work environment poses a risk to your health).

- Discuss any concerns at work with your manager.
- Tell your Headteacher of any extenuating circumstances (e.g. personal or family issues or an unmanageable workload which may be affecting you in work).
- Ask the Headteacher for help if you need it.

WORKPLACE MEASURES TO PROMOTE WELLBEING

Vernon Primary School is a positive environment for all staff and has dedicated spaces where staff can go and take time out, such as the staffroom and reading hub calm area.

Senior leaders in the school model good working practices and self-care to encourage an appropriate work-life balance. It is also recognized that it is important for the Headteacher to look after their own mental health and wellbeing whilst being supportive of their staff.

Staff are encouraged to take breaks, for example finishing on time and having regular debriefs with line managers when dealing with difficult situations. Staff are encouraged to establish links with their year group partners and phase leaders to support each other in reflective practice and in managing workloads. Staff are encouraged not to respond to work emails, during the evenings and weekends.

Staff recognition and praise are a part of the school's culture.

There is a culture of clear communication and openness. Senior leaders have an open-door policy and staff know they can discuss anything with them. The school's communication style helps to engage staff and build good staff relationships.

Staff are consulted about wellbeing. A regular staff wellbeing survey is sent to all staff to generate ideas and feedback.

There is clear information for staff about how they can get help inside and outside the school environment, should if they need it. The school has a confidential assistance programme (provided by Health Assured – see Appendix 1) that all staff have access to.

The school also has a Dignity at Work policy which sets out the school's standards on how you should behave towards colleagues at work, and explain 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 school's Whistleblowing Policy).

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

The school has a number of policies available if you have concerns at work concerning your wellbeing or wish to raise a complaint (e.g. the Grievance Policy and Procedure or the school's Whistleblowing Policy).

Occupational Health

The role of the school'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 school'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 school's occupational health provider are available from the Headteacher.

Work Life Balance and Flexible Working

The school recognises that a better work-life balance can improve staff motivation, performance/productivity, and reduce stress. The school 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 school. You should also speak to your manager and/or union representative for additional support and advice.

Able Futures

Able Futures is a government backed service, available to anyone contributing to National Insurance, which offers you a wide range of mental health support services. The service is independent of the school/academy and is delivered by qualified health care professionals with access to support for up to 12 months. The service is confidential, fast and flexible, available over the phone, via email or face to face. Full details of how to contact Able Futures is available on their [website](#).

Education Support

Education Support are a UK Charity dedicated to supporting the mental health and wellbeing of teachers and education staff in schools. They provide support and resources across a range of topics. Further details can be found on their [website](#).

DATA PROTECTION

The school 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 school's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

EQUALITY

The school 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.

Policy Date: March 2024

Review Date: March 2027

Ratified by Governors: March 2024

Appendix 1

Useful resources:

Valued Worker Scheme

[Valued Worker Scheme](#)

HSE Talking Toolkit

[HSE Talking Toolkit](#)

Mind

[MIND](#)

Every Child Matters

[Every Mind Matters](#)

Action for Happiness

[Action for Happiness](#)

Better Health

[Better Health](#)

Education Staff Wellbeing Charter

[Education Staff Wellbeing Charter](#)

Health Assured

<https://healthassuredeap.co.uk/>

As part of our staff insurance at Vernon Primary School, we are provided with an Employee Assistance Programme through Health Assured to support you with, amongst other things;

- debt and financial issues,
- emotional issues,
- stress anxiety and depression,
- relationship issues,
- legal dispute,
- bereavement

There are some excellent resources on the website including 4-week self-led programmes to help with better sleep, coping with pressure, coping with change and healthy eating.

It includes a helpline for initial calls and triage and you can self-refer for counselling. You can contact them on **0800 030 5182**. You will need to quote our school name when you call, but the service is confidential.