

# BUTLERS HILL INFANT AND NURSERY SCHOOL



## **STAFF WELL-BEING POLICY**

Policy adopted date: **28.04.2023**

This policy was last reviewed on:

Next review date: **28.04.2024**

## **AIMS:**

This policy aims to:

- Support the wellbeing of all staff to avoid negative impact 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

## **Promoting wellbeing at all time**

### **ROLE OF ALL STAFF:**

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

### **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 policies
- Monitor workloads and be alert to signs or 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 (Schools Advisory Service)
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're 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 lead to their resignation.

## **ROLE OF SENIOR STAFF**

The SLT wellbeing lead is Rachal Hallam (Head Teacher)

Senior staff are expected to:-

- Lead in setting standards of conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgement 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 involved them in decision making processes, including allowing them to consider any workload implications of new initiatives.
- Communicate new initiatives effectively will 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 (Schools Advisory Service)
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- Organise extra support during times of stress, such as Ofsted inspections.

## **ROLE OF THE GOVERNING BODY**

The wellbeing Governor is Alison Elkington.

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 in regards to workload
- Be reasonable about the format and review policies with staff wellbeing in mind, particularly in 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.

## **COMMUNICATION WITH STAFF**

As much as possible we ask that messages to staff are communicated via Outlook to work email addresses to ensure all messages are received by all staff, at the same time.

### **Communication through email:**

We understand that everyone likes to work at different hours but that it is difficult to switch off if you receive an email in the evening or at the weekend. If you receive an email from a member of staff, there is no expectation that you reply out your usual working hours.

### **WhatsApp groups**

SLT group- This group is only used for members of SLT and the school business manager to convey messages around staff absences/school closures.

Butlers Hill General group- There is an informal group where birthday wishes, social activities are posted.

### **Meetings**

Meetings, including staff meetings will only take place if there is a clear agenda and a need to hold the meeting. Staff meetings happen once a week and should not last longer than 1 hour. There is a staff briefing on a Friday lunchtime for approximately 20 minutes.

## **Work Life Balance**

Certain events and timings of them have been planned to make sure that there is appropriate work/life balance. Examples include:

- If there is a late event during the week, there will be no staff meeting;

## **Policies and Procedures**

Policies are reviewed to reflect best practice and legal requirements but are also reviewed with the question 'How will this impact on wellbeing and workload?'

## **Wellbeing Team**

The school has a wellbeing team made up of staff from across the school. They reflect on any suggestions made and offer solutions to improve school wellbeing. They create an action plan which is worked on during the year.

## **Supporting Staff**

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.

Staff are always encouraged to discuss the need to time for family events e.g., Child's sports day. Funerals, weddings with the Head Teacher. If it is possible to support and accommodate you, we will.

## **Monitoring arrangements**

This policy will be reviewed annually by the school wellbeing team.

