



# St Faith's

Church of England  
Infant and Nursery School



## Staff Wellbeing Policy

"Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship.

We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all."

Oscar Romero .... "Aspire not to have more, but to be more."

As a Church School, the distinctive Christian values of respect, compassion, trust, justice, friendship and community are promoted through the experiences we offer to all our pupils, to give pupils the knowledge, skills and understanding that they require to lead confident, healthy and independent lives. We promote the teaching and understanding of fundamental British values in order to prepare pupils for life in modern Britain. We positively teach the values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Teaching the fundamental British values helps the children to become informed, active and responsible citizens.

This policy outlines the purpose, nature and management of **Staff Wellbeing** in our school. It reflects the consensus of opinion of all members of staff. It is based on current practice and has the full agreement of the governing body. The implementation of this policy is the responsibility of the Head, teaching staff and support staff. It is our collective responsibility to raise awareness and that all policies are known, understood and used in an appropriate way.

### Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

### Policy Statement

Here at St Faith's Church of England Infant and Nursery School we are committed to the protection and promotion of the mental health and wellbeing of all staff. We recognise that the staff are our most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community. There is a relationship between healthier, more positive staff, pupil achievement and school improvement.

We shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

There are employer duties to staff that require sensitive staff policies and practice. Upon employment each staff member will be given access to the Staff Handbook, Code of Conduct Policy and other staff policies. The purpose of this policy is to provide a document that embraces the many school practices that support staff health and wellbeing, to minimise the harm from stress and ensure that there is cohesion and progress in working towards maintaining the health and wellbeing of all staff.

### **Policy Aim**

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

### **Procedures within our St Faith's Family:**

The Headteacher, Senior Leadership Team and Governing Body will:

- Promote a school ethos where all staff are valued and where our core values (community, respect, trust, compassion, friendship and justice) are the cornerstones of all school relationships.
- Provide opportunities for personal and professional development, through continued professional development and Performance Management.
- Operate Performance Management linked to clear job specifications.
- Provide extra support from the Headteacher, Senior Leadership Team and Governing Body during certain times of particular challenge and/ or difficulty e.g. OFSTED Inspections.
- Provide a non-judgmental and confidential support system e.g. through induction mentors.
- Promote information about and access to supportive services.
- Respond sensitively and flexibly to external pressures that impact on staff lives whilst at the same time ensuring the efficient running of the school.
- Maintain contact with staff when they are absent for long periods (through a named person).
- Put in place measures to support the mental health of all staff e.g. Health and Wellbeing Days.
- Train key staff in supporting others with their mental health.

### **Implementation of the Staff Wellbeing Policy**

The Headteacher will implement the Staff Wellbeing Policy in the following ways:

- Leaders will act as positive role models.
- A named Wellbeing Governor will ensure that the school environment continues to promote staff well-being and alert the Headteacher if this becomes compromised.
- Decision making processes are clearly understood and supported by staff.
- Opportunities are provided for all staff to socialise and relax with each other, in both formal and informal contexts.
- New staff are supported with an appropriate level of induction.
- Senior Leaders will promote an open listening culture that responds quickly to problems.
- Provision of a welcoming and tidy staff room that is sensitive to issues of race, gender, homophobia, culture and disability.
- Maintenance of quality staff facilities and accommodation e.g. access to refreshment, adequate seating and toilet facilities.
- Ensure that key staff are trained in support the mental health of others. Qualifications include Level 3 Mental Health: Workplace First Aider.
- The regular and systematic monitoring of staff absences, staff/children/family relationships and the recruitment and retention of staff. Absence monitoring can include, when triggers are met, support meetings to explore actions and solutions between the line manager or Headteacher and staff member.

### **Good practice to promote staff well-being may include**

- Lunch provided on at least one staff development day of each year, subsequent days will be decided depending on the type of training being carried out.
- Positive comments made about the school and staff are shared.
- Successes are celebrated.
- Social activities are organised for staff by staff.
- Concerns are shared with line managers through regular meetings and discussions, and the operation of an open-door policy.

- A Health and Wellbeing Day is offered to all staff each year. This is a day out of school that should be used for personal reasons, not school activities.
- Informal time set aside weekly for staff to chat with one of our trained mental health staff (Wendy's Wellbeing Wednesday). Refreshments provided.
- Sanitary products are provided in the bathrooms for staff and visitors.
- A Staff Work Life Balance Charter is promoted at the beginning of each year, with timely reminders throughout the year.
- Staff meetings aim to include the role of staff beyond the classroom e.g. subject leadership.
- Staff meetings are focussed and have a prompt start and end point.
- Regular signposting to the available support on offer for staff from SAS.
- Reducing and sharing workload, where possible.

**Practical Actions to Support New Staff**

- School Induction and induction pack provided.
- All staff to have a named identity badge.
- At the end of the first term of employment, staff will have a review with a member of SLT.
- Review meetings held after the first term and beyond, if required.

**Practical Actions to Support New Roles**

- An initial discussion of roles and responsibilities will be held.
- Introduction/visits to school/class or environment in which the role will be carried out.
- Establish a pattern of support and training.
- End of first week review with supporting person.
- 1:1 support for new tasks, as required.
- Termly review and beyond, if required.

**When Problems Arise**

- The school will provide support and discuss options as appropriate to the circumstances. In some cases, this may include external support.
- The school will continue to support even when external services are involved.
- Positive Handling Debrief to be held if an incident occurs as this can affect staff members especially if they or the child is hurt. (See Positive Handling Policy)
- Support in place for staff who are experiencing challenging circumstances outside of school. We can signpost to support in and out of school and consider a plan of workload and duties that could be managed differently during challenging or emotional periods.
- Support in place for staff who are experiencing challenging circumstances inside of school will follow workplace procedures, but also supported by another member of staff who is not involved in any support programmes or capability procedures.

**Time off work for medical reasons or personal reasons**

Staff are encouraged to arrange medical appointments outside of school hours. However, if this is not possible, then support will be given on an individual basis. Staff are permitted to attend events for their children and family whenever possible. The Leave of Absence Policy is adhered to.

This policy will be reviewed by the Governing Body every 3 years or when relevant changes are made.

Approved by the governing body on:	January 2023
Signed (Chair of Governors)	<i>Robert Parker</i>
Signed (Headteacher)	<i>Amanda Konrath</i>
Review Date	January 2026