



Wellbeing Policy
Dated June 2018
Review Period 3 Years
Staffing Committee
Author NF

Approved by the Trustee Board on 26 June 2018
Reviewed by IR 07 December 2022
Approved by the Trustee Board 28 March 2023
Reviewed by IR March 2024
Approved by Trustees on 27 March 2024

WELLBEING POLICY

1. The Learning Trust recognises that the staff are the most important resource and are to be valued, supported and encouraged to develop personally and professionally, within a learning and caring environment. The schools within the Learning Trust have signed up to the Educational Staff Wellbeing Charter as a mark of commitment to their staff's wellbeing.

Purpose

2. The purpose of this policy is to provide a document that embraces the many Trust practices that support staff health and wellbeing, to minimise the harm from stress, and ensure there is cohesion and progress in working towards the health and wellbeing of all staff.

- a. Research (Health & Safety) identifies the loss of many working days because of stress related illnesses
- b. There is a link between healthier, more positive staff and student achievement, and Trust improvement
- c. Employer duties to its staff require sensitive staff policies and practice
- d. Trusts-based research may also provide valuable data to inform policy development (such as staff absences, staff survey)

Responsibility

3.

a. Trustee Board:

To ensure compliance and take an active role in the wellbeing and health of all employees

b. Leadership and Management:

To ensure there is a culture of open support and care for the individual.

To implement this policy.

c. Heads of Departments/Line Managers:

To take an active role in the well-being and health of staff reporting to them, acting as the normal first point of contact for queries and concerns.

d. All Staff:

To lead healthy and fulfilling lives, working in an atmosphere of good role modelling and mutual trust.

To take responsibility for own wellbeing through healthy diet, exercise and a good work/life balance.

To work with their Line Manager should problems arise.

Practice

4. This policy will provide a framework for the following elements of Trust life to be developed in support of staff health and wellbeing.

5. The Trust will:

- a. Maintain a Trust ethos where staff feel valued and where respect, empathy and genuineness are the cornerstones of Trust relationships
- b. Provide personal and professional development that incorporates regular opportunities for discussion and learning, and be responsive to emerging needs
- c. Provide a range of strategies for involving staff in Trust decision-making processes
- d. Operate supportive and negotiated performance management systems linked to clear job specifications
- e. Provide extra support at certain times of particular stress, change and/or difficulty
- f. Promote information about and access to supportive services
- g. Regularly assess the risk of work activities, including the risk of harmful stress and act upon such findings
- h. Provide thorough induction and mentoring for all new staff
- i. Through training and good systems, provide staff with a sense of safety and the confidence to deal positively with stressful incidents

- j. Regularly review the demands on teacher time spent on paperwork and seek practical alternative solutions wherever possible
- k. Respond sensitively and flexibly to external pressures that impact on staff lives
- l. Maintain contact with staff when they are absent for long periods and on returning to Trust, avoiding the situation of payback time and extra workload
- m. Maintain positive staff-student relationships to ensure an effective teaching and learning environment (cross-referenced with Trust behaviour policies)
- n. Encourage a healthy work life balance

When problems arise

- 6. The Trust will provide support and discuss options as appropriate to the circumstances. In some cases, this may include signposting other external advisors, such as using the Education Support Partnership, accessing support from the local agencies such as Health & Safety, Counsellor, Occupational Health and GP. The Trust will continue to support staff even when external services are involved. Additionally, the Trust will continue to fund and promote the Employee Assist Programme open to all staff needing support. Staff Governors will act as confidential link to Leadership and Governors as appropriate.
- 7. The outcome of stressful or threatening incidents will often be influenced by the response of students. This needs to be considered in a Trust response. **During this time the Trust will seek, at all times, to maintain the confidentiality, rights and dignity of the staff involved.**

Monitoring and Evaluation

- 8. Staff wellbeing will be monitored and reported on to the Trustees via the People committee on a termly basis. A senior member of staff and other relevant colleagues, health & safety officers, Staff Governors, subject leaders and union representatives will provide assurance and discuss development as part of departmental and Trust development policy. In addition, Governors will also monitor staff wellbeing using the following indicators:
 - a. Review of attendance and sickness statistics and trends
 - b. Regular briefings at Committee on staff welfare and sickness issues
 - c. Staff Governors seeking feedback and participating on key committees
 - d. Surveys of teaching and support staff
 - e. Progress against SSDP
 - f. Relationship with Trades Unions including number of complaints, grievances and
 - g. industrial disputes

- h. Regular formal and informal contacts between all Governors and staff including Governor-led drop-in sessions

Co-ordination

- 9. This policy will take account of and support and embrace other policies including but not limited to:
 - a. Equality Act Statement
 - b. Health and Safety
 - c. Recruitment and selection
 - d. Safeguarding
 - e. Whistleblowing
 - f. Complaints
 - g. Educational Staff Wellbeing Charter

NB - this list is not, nor meant to be, exhaustive

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