

Staff Health & Wellbeing Policy

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| Person responsible: | Stephanie Gourley-Tait; Kate Wheeldon |
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Introduction

Vanguard School recognise that the staff are their 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.

There are employer duties to staff that require sensitive staff policies and practice.

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 the health and wellbeing of all staff.

Guidelines for Implementation

The Senior Leadership Team and Governing Body will:

- Work towards a school ethos where all staff are valued, where respect, empathy and honesty are the cornerstones of all school relationships
- Provide personal and professional development such as team building, management of change, stress management, communications, etc.
- Provide a range of strategies for involving staff in school decision making processes
- Operate sensitive Performance Management and Appraisals linked to clear job specifications
- Provide extra support from the Senior Leadership Teams at certain times of particularly busy workload.
- Provide a non-judgemental and confidential support system e.g. an SLT member to facilitate check-in sessions with new learning mentors
- Promote information about and access to supportive services e.g. providing access to an employee assistance programme: Be Supported
- Ensure that, as part of the risk assessment processes of staff workload, there are robust evaluations of the risks of harm and act upon such findings
- Provide staff, through training and building security, with a sense of safety and the confidence to deal positively with stressful incidents
- Review the demands on teachers, learning mentors and administrative staff in the time spent on paperwork and seek practical alternative solutions wherever possible through the School Improvement Plan process
- 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 (by a named person)

- Maintain positive staff-pupil relationships to ensure an effective teaching and learning environment

The schools will use the following to assess the impact of the staff wellbeing policy:

- Decision making processes are clearly understood and supported by staff
- Opportunities are provided for all staff to socialise and relax with each other
- New staff are supported with an appropriate level of induction
- An open listening management system that responds quickly to problems
- A welcoming and tidy staff room that is sensitive to issues of race, gender, homophobia, culture and disability
- The quality of staff facilities and accommodation e.g. access to refreshment, adequate seating and toilet facilities
- The regular and systematic monitoring of staff absences, staff/pupil/parent/carer relationships and the recruitment and retention of staff

Practical Actions to Support Existing Staff

- Reflective Supervision and debrief support available for all staff from the PBS lead, Senior Leadership Team or Safeguarding Team
- Class teachers available to organise informal meetings with class teams, if required
- Attend weekly staff mindfulness sessions, when available
- The offer of various staff events to suit staff's different interests

Practical Actions to Support New Staff

- Regular sessions will be organised with a senior member of staff responsible for coaching
- Teachers to receive advice and guidance on what to plan from either a Senior Teacher or Senior Leadership Team
- Decide who will be the supporting person for the new role
- An initial discussion of roles
- Introduction/visit to school/class or environment of new role
- Establish a pattern of coaching
- 1:1 support for new tasks
- Regular reviews with line manager for new staff, to support staff wellbeing

Examples of Good Practice

- Allocating time for staff with additional responsibilities to complete major tasks
- Planning INSET days to ensure continued professional development of all staff
- Supporting opportunities for training specific to each individual (learning mentors, teachers and Senior Leadership Team)
- Recognising and praising staff for their valuable work
- Sending out staff surveys and being open to suggestions for change
- Regular opportunities to listen to staff – through staff surveys, 1:1 conversations, focus groups

When Problems Arise:

- The school will provide support and discuss options as appropriate to the circumstances. In some cases, this may include external support such as the teacher helpline, support from the Local Authority e.g. counselling. Occupational Health and PAM Assist services may be used.

The school will continue to support even when external services are involved.

- The outcome of stressful or violent incidents from pupils will be considered in the school's response.
- During this time the school will seek at all times to maintain the confidentiality, rights and dignity of the staff involved.
- Managing absence due to ill health – The school follows the NAS procedure for managing absence due to ill health. The school will implement the use of risk assessments regarding health needs, when required. The school will work with the NAS HR team in all cases.

Sources of Professional Support for Staff

The NAS offers staff professional support via the AXA BeSupported programme. These are listed below:

The AXA **BeSupported** website which provides us and our immediate family, with information, resources and options to address a wide range of issues both at home and at work.

If you would ever like to discuss any issues, you can call in complete confidence 24 hours a day, 365 days a year.

Contact number: 0800 0727 072

There is also practical support on the website below. The website includes free online counselling, support via email, videos and expert information about a range of issues including sleep, bereavement, work life balance, etc. Login details for the website are shared with all staff.

www.axabesupported.co.uk

Further information on sources of support is available on the Staff Wellbeing noticeboard, in the Staff Wellbeing area on the teacher shared drive and via regular communication with staff in meetings/via email.