Where Learning Blossoms

Thorney Close Primary School

Staff Wellbeing Policy

Policy Author(s)	Mrs N. Leyland
Position of Author(s)	Deputy Headteacher



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1. Aims and Rationale

At Thorney Close Primary School we aim to:

- Support the wellbeing of all staff and to avoid the negative impacts on their mental health and physical health in order to develop a motivated workforce, able to deliver a high-standard of education to pupils
- Support staff and encourage them to develop personally and professionally
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff and recognise 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
- Identify and understand what wellbeing at work means to staff.

In Summer 2022 staff completed a questionnaire regarding their mental health and wellbeing so that we all could understand what is important to the staff. This Policy is the result of this information gathered. We will continue to monitor staff wellbeing regularly.

2. Promoting wellbeing at all times

Roles and Responsibilities

The Governing Body

The Governing Body is responsible for:

- Implementing and monitoring this policy and ensuring that staff enjoy a reasonable work –life balance
- Ensuring that resources and support services are in place to support staff wellbeing
- Making decisions and reviewing policies with staff wellbeing in mind, particularly in regards to workload
- Being reasonable about the format and quantity of information asked for from staff as part of their monitoring work
- Ensuring that staff are clear about the purpose of any monitoring visits and what information is required from them.

Senior Leaders

The Senior Leaders are expected to:

- Monitor the wellbeing of staff
- Make sure accountability systems are based on trust and professional dialogue
- Encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns
- Regularly review the demands on staff, such as time spent on paperwork and marking, and seek alternative solutions wherever possible
- Listen to staff views and involve them in decision-making processes whenever possible
- Ensure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, giving ample notice of deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Ensure there are arrangements in place to support individuals experiencing stress, referring them to the School's Occupational Health advisers where appropriate.
- Seek the views of employees on the effectiveness of the School's Well-being policy and stress management arrangements using staff surveys and other appropriate questionnaires.

The Staff

Staff are responsible for:

- Treating each other with empathy and respect

- Keeping in mind workload and wellbeing of other members of staff
- Supporting other members of staff if they become stressed
- Reporting honestly about their wellbeing and let colleagues know when they need support
- Considering the impact of their words and actions on other members of the team
- Sharing their views, ideas and feelings about all issues concerning the school at meetings and directly with the SLT.

3. Communication with staff

Meetings

Meetings, including staff meetings, will only take place when there is a clear agenda and a need to hold the meeting. Staff meetings will happen once a week (when necessary) and should not last for more than 1 hour.

Policies and procedures

Policies are reviewed to reflect best practise and legal requirements

PPA

All teaching staff are entitled to 10% of their contact time as PPA. We do not split PPA. Where it is inevitable that a teacher misses their PPA we will endeavour to pay them back the time within the same working week.

4. Supporting staff

The school will support and discuss options with any staff that raise wellbeing issues.

Where possible, support will be given. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services – See Appendix 1
- Completing a risk assessment and following through any actions identified
- Reassessing workload and deciding what tasks to prioritise

Staff are always encouraged to discuss the need for time for family events e.g. Child's sports day, funerals, weddings with the Head teacher. This will be supported if possible.

5. Links to other school policies

This policy must be read in conjunction with other related policies, procedures and guidance documents in school; including:

- Staff conduct policy
- Disciplinary Policy
- Capability Policy
- Leave of absence Policy
- Performance management procedures

6. Monitoring and review

The Well-being policy will be reviewed every three years by the school Mental Health lead. This review will involve an examination of feedback from staff surveys. The revised policy will be reviewed by of the Governing Body, which will approve any adjustments and amendments to the policy.

Appendix 1 – Occupational Health Service Counselling Leaflet

Occupational Health Service

Thorney Close Action and Enterprise Centre, 120 Thorndale Road, Thorney Close, Sunderland SR3 4JQ

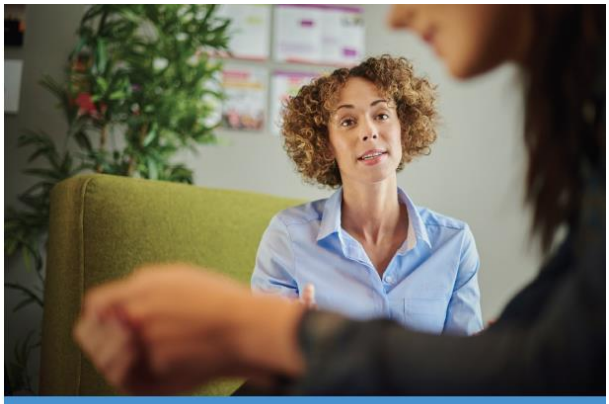
Telephone number: 0191 561 2970

Email: occupational.health@sunderland.gov.uk

Counselling is available to all Sunderland City Council employees.

The Counselling service is confidential and free to the individual.

oce21512



Occupational Health Service

Counselling Service

Sunderland City Council

Counselling sessions

Counselling sessions take place at the Occupational Health Service. The sessions are 1:1 and last 50 minutes. They are usually held every two weeks at a mutually convenient time during the working day. Four counselling sessions are normally offered.

Confidentiality is assured. Your counsellor will not disclose information concerning your counselling to anyone without your express permission unless there is a risk of danger.

Waiting times vary depending on the time of year and average between one to four weeks.

Referral can be by the individual, line management, HR or Occupational Health.

Our counsellors

Three counsellors work at Occupational Health covering Monday to Friday. Our counsellors are registered or accredited with the British Association for Counselling & Psychotherapy and/or the UK Council for Psychotherapy.

Our counsellors adhere to person-centered principles and draw on many different methods of counselling in order to meet clients' needs.

Reasons to attend counselling

Personal or work-related concerns can be explored during counselling.

Work issues may include:

- Change in job situation
- Workload pressures
- Work relationships
- Traumatic incidents
- Formal proceedings
- Work/life balance

Personal issues include:

- Anxiety
- Depression
- Bereavement
- Stress
- Panic
- Anger
- Self-esteem
- Illness
- Poor sleep
- Relationships

Our counsellors will listen to you without judging. They will work with you to help you find ways to ease your distress, make helpful choices and feel more in control.

Client testimonials

"It has helped to have someone to talk to outside the situation."

"I now understand my thought processes and I feel positive about the future."

"This has helped me address my work- life balance."

"I have strategies in place to deal with the difficult aspects of work."