

THE NEWMAN CATHOLIC COLLEGIATE



Staff Wellbeing Policy

Version 3 03.03.2021

Contents

Document Control	2
Statement of intent	2
Aims of the policy	2
Roles	3
Board of Directors.....	3
Academy Committee	3
The Principal	3
Staff Members	4
Actions to support new staff.....	4
Procedures for handling issues of wellbeing	4
Procedures to promote staff wellbeing	5
Policy monitoring and Review	5

Document Control

Date	Revision/Amendments	Author
03.03.2021	Page 2 – Statement of Intent	Sarah Bennion
03.03.2021	Page 2 – Aims of the Policy	Sarah Bennion
03.03.2021	Page 3 - Roles	Sarah Bennion
03.03.2021	Page 3 – 1.3	Sarah Bennion
09.02.2021	Page 3 – 1.4	Karen England
03.03.2021	Page 3 – 3.2	Sarah Bennion
09.02.2021	Page 4 – 3.9	Karen England
03.03.2021	Page 4 – 4.5	Sarah Bennion
09.02.2021	Page 4 – 4.7	Karen England
09.02.2021	Page 4 – Procedures for handling issues of wellbeing	Karen England
03.03.2021	Procedures to promote staff wellbeing	Sarah Bennion
09.02.2021	Page 5 – Policy, Monitoring and Review	Karen England

Statement of intent

The Newman Catholic Collegiate wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the collegiate performance.

We are committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives and are equipped with an understanding of how to keep themselves healthy and protect and enhance their wellbeing.

The purpose of this policy is to maintain a collegiate ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Aims of the policy

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- To help ensure that our collegiate promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health and wellbeing.
- To communicate the importance of work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed.
- To make staff aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.
- To provide staff with training to deal positively with stressful incidents.

- To improve staff development, co-operation and teamwork by creating effective leaders.
- To operate in a fair and consistent manner.
- To include a monitoring, evaluation and review mechanism, linked to performance management and the school development plan, for work-life balance initiatives and strategies.

Roles

All staff have a job description which details the job demands and forms part of the initial recruitment process. The Board of Directors recognises its duty to ensure the health, safety and welfare of all employees within the collegiate. This policy will be implemented and will incorporate all aspects of welfare, which the Academy Committee and Principal has put in place to **protect and where possible enhance staff health and wellbeing.**

Board of Directors

1.1 Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.

1.2 Will adopt appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the collegiate.

1.3 Will ensure that clear procedures are in place that will minimise **any possible detriment to welfare** caused to staff when following formal procedures such as Capability or Disciplinary Policy.

1.4 Will provide staff with access to a Counselling and Occupational Health service.

Academy Committee

2.1 Will assist the Board of Directors in implementing this policy and ensuring staff enjoy a work-life balance.

2.2 Will provide a range of strategies for involving staff in the school decision making processes.

2.3 Will review the demands on staff, and seek practical solutions wherever possible.

2.4 Will provide personal and professional development such as stress management, team building etc.

The Principal

3.1 Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

3.2 Will support the governing body and Board of Directors in ensuring that strategies are implemented to effectively manage and, where necessary, **lessen any detriment to workbased employee wellbeing.** This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is a productive, healthy level.

3.3 Will ensure that there is clear communication between staff and management with regards to all areas of school life.

3.4 Will create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness.

3.5 Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.

3.6 Will monitor and review any measures that are planned, and assess their effectiveness.

3.7 Will conduct risk-assessment for work-related stress in consultation with senior staff.

3.8 Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

3.9 Will ensure that all staff are aware of Carefirst and how to access the service.

Staff Members

4.1 Will ask their line manager for help or support if required. It is important that issues are raised at the earliest opportunity.

4.2 Will identify opportunities for development and take advantage of those offered by the school.

4.3 Will apply for any requests for leave of absence in advance.

4.4 Will share their views, ideas and feelings about all issues concerning the school at formal meetings.

4.5 Will make themselves aware of the collegiate policies on **Staff Wellbeing, Work Based Stress, Capability, Bullying and Harassment, Staff Attendance** etc.

4.6 Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

4.7 Will be aware of professional support that can be accessed through the Collegiate should they need support.

Actions to support new staff

Practical actions to support new staff and new roles

- All new staff will receive the staff induction pack and staff handbook, including the location of policies.
- All staff will be made to feel welcome and given as much support as required.
- Decides who will be the supporting person for the new role.
- Provide 1:1 support for new tasks.
- Hold review meetings.

Procedures for handling issues of wellbeing

- The Senior Leadership team must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.
- Where additional, professional advice is required, the collegiate will refer to HR and Occupational Health.
- Where necessary, staff should be encouraged to use the confidential counselling provided through the Collegiate. This service provides staff with serious concerns to obtain advice and support outside of the workplace.
- The Collegiate will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing.
- During this time the Collegiate will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights

Procedures to promote staff wellbeing

- Weekly communication via morning staff briefings & staff newsletters
- Continuing professional development for all staff
- Performance Management
- All staff encouraged to contribute to the School Development Plan
- All staff invited to INSET days
- All staff encouraged to monitor their own work-life balance and to report any arising concerns to the Principal.
- Provision of specific wellbeing opportunities
- Staff wellbeing survey(s) carried out

Policy monitoring and Review

This policy will be monitored and reviewed by the Board of Directors every 2 years.