



SILS

Staff Wellbeing Policy



1. Aims

- This Wellbeing Policy at SILS aims to:
- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these may 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
- Ensure that staff understand their role in working towards the above aims

2. Promoting wellbeing at all time

2.1 Role of all staff

- Treat colleagues and others they interact with fairness, consideration, and respect.
- Cooperate with SILS' efforts to implement the *Staff Wellbeing Policy*, attending briefings to raise their own awareness of the causes and effects of stress and poor wellbeing to support change.
- Engaging in discussions about their performance and acting on feedback in a positive manner.
- Making use of available training and looking out for support mechanisms, and to use these resources when needed
- Raise concerns with their line manager if they feel there are concerns that are having a negative impact upon wellbeing
- Take ownership of setting out their own development plan and discussing this as appropriate with their line manager
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to support the wellbeing policy.
- Escalating concerns, barriers or issues which may arise or be negatively impacting on an individual or team.

2.2 Role of line managers

- Line managers are expected to:
- Maintain positive relationships with staff and value them for their skills
- Provide a non-judgemental and confidential support system

- All complaints and concerns to be taken seriously and dealt with appropriately and in a timely manner.
- Ensuring jobs are designed, with realistic workloads and demands
- Ensuring clear lines of communication and reporting structures, providing employees with clear definition of demands and responsibilities realistic to the post.
- Creating an open and supportive working environment
- Ensuring opportunities are in place to support meaningful development
- Ensuring that staff members involved in traumatic/ stressful incidents, grievance, disciplinary actions, complaints or claims are fully supported.
- To be aware of poor or changed performance which may signify stress and proactively explore these.
- Promote information about, and access to, external support services if needed
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- Conduct return to work interviews to support staff back into work to ensure any adaptations are needed upon their return.

2.3 Role of senior staff

At SILS, SLT staff members leading on wellbeing are: Megan Kent / Helena Hamilton

Senior staff are expected to:

- Lead by example in role modelling transparent work approaches in relation to discussions and support options available for staff. Therefore, contributing to a positive culture and approach to staff wellbeing.
- Ensure effective day to day management of stress in the workplace through good management practices utilising key information that may impact staff wellbeing:
 - High level of sickness absence
 - Staff Turnover
 - Low productivity
 - Incident rates
 - Occurrence of disputes and complaints
 - Reduced levels of staff morale
 - The annual staff survey
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Ensuring that staff are recognised successes.
- Promote information about, and access to, external support services, and make sure that there are clear routes in place to escalate a concern to access further support

2.4 Role of the Management Committee

The management committee are committed to:

- Making sure the school is fulfilling its duty of care as an employer
- Making sure that the principles and commitments set out in the Education Wellbeing Charter is fully implemented across the school
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1034032/DfE_Education_Workforce_Welbeing_Charter_Nov21.pdf
- Monitoring and supporting the wellbeing of the headteacher
- Providing adequate resources to meet SLT and staff needs as regards the protection of employees against work related stress
- Ensuring that staff are clear about the purpose of any monitoring visits and what information will be required from them

3. Managing specific wellbeing issues

The school will support and discuss options with staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Support will be given by line managers or senior staff. This could be through:

- Arranging external support, such as counselling or occupational health services (including access advice and support for wellbeing via Employee Support Partnership www.educationsupportpartnership.org.uk)
- Completing a risk assessment and following through with any actions identified
- Reviewing current workload and demands
- At all times, the confidentiality and dignity of staff will be maintained.

4. Monitoring arrangements

This policy will be reviewed annually. After every review, the outcomes and suggested adjustments will be presented to the management committee for discussion and approval

5. Links with other policies

This policy is linked to our:

- Appraisal & Performance Management policy
- Staff Absence policy
- Capability procedure
- Staff code of conduct

To be presented to governors for approval: 25 September 2023

Presented / circulated to staff: 20 September 2023

Last reviewed on: 19 September 2023

Resources

- **BEAT**; An eating disorder support network. Telephone: 0808 801 0677
- **Carer's Trust**; a free service which provides advice and support for carers in the UK. Website: <https://carers.org/>
- **Couch to 5k**; a free NHS plan to promote exercise. <https://www.nhs.uk/live-well/exercise/couch-to-5k-week-by-week/>
- **Family Action**; We are here to provide a listening ear, answer particular parenting questions or help with guidance around more complex family issues. Text FAMILYACTION to 85258
- **Education Support Partnership**; Free and confidential helpline is open 24/7 on 08000 562 561 and is staffed by qualified counsellors. It is available for everyone working in education, including support staff, lecturers, administrators and teaching assistants.
- **MindEd**; has e-learning applicable across the health, social care, education, criminal justice and community settings. It is aimed at anyone from beginner through to specialist. Website: <https://www.minded.org.uk/>
- **NHS England IAPT**; If you're based in England, you can use webpage to find and refer yourself to mental health services in your area. Website: <https://www.nhs.uk/service-search/find-a-psychological-therapies-service/>
- **Samaritans**; Provides confidential, non-judgemental emotional support for people experiencing feelings of distress or despair, including those that could lead to suicide. Telephone: 116 123 (24 hours a day, free to call). Email: jo@samaritans.org Website: <https://www.samaritans.org>