



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
- Ensure all complaints and concerns are taken seriously and dealt with appropriately and in a timely manner.

- Ensure tasks are designed, with realistic workloads and demands
- Ensure clear lines of communication and reporting structures are in place; and employees are provided with clear definition of demands and responsibilities realistic to their roles
- Create an open and supportive working environment
- Ensure opportunities are in place to support meaningful development
- Ensure that staff members involved in traumatic/ stressful incidents, grievance, disciplinary actions, complains 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 staff if any patterns emerge
- Conduct return to work interviews to support staff back into work to ensure adaptations that may be needed upon staff return are implemented

2.3 Role of senior staff

At SILS, SLT staff members leading on wellbeing are: Megan Kent / Lana Smith

Senior staff are expected to:

- Create and foster a positive culture and approach to staff wellbeing.
- Lead by example and model work approaches that reduces stress in the workplace, including awareness of occurrences that may impact staff wellbeing. For example:
 - High workload issues / demands
 - Illness or sickness that leads to absence from work
 - External pressures outside the school
 - High numbers of incidents by students
 - Low staff morale
 - Limited opportunities for training or career progression
- Listen to the views of staff and involve them in decision-making, including allowing staff to consider the workload implications of new initiatives
- Ensuring that staff's successes are recognised.
- 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.
- Support of the wellbeing committee and the implementation of the actions agreed with the Headteacher (appendix 2).

4. Monitoring arrangements

This policy will be reviewed annually, and 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 the schools:

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

Presented to governors for approval: 25 September 2023 / 07 March 2024

Presented / circulated to staff: 20 September 2023 / 29 Feb 2024

Last review: 19 September 2023 and 22 Feb 2024 (in response to staffing changes)

Appendix1: Resources / References

- **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>