Charlton Kings Junior School

Staff Wellbeing Policy

Governor Committee Responsible:		Operations Committee	
Status	Non-statutory	**Review Cycle**	Annual
Last Review	February 2025	**Next Review Date**	February 2026
Ratified by:	*Operations Committee 25 February 2025*		

1. Scope

Mental health problems and stress can affect anyone, regardless of their position in the school. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

The implementation of this policy will also be supported by existing school policies and procedures, in particular:

- Health and Safety Policy
- Induction
- Anti-bullying and Hate Policy
- Sickness Absence Policy
- Behaviour Policy

This policy has due regard to relevant legislation, including but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

2. Aim

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Possible indicators of stress			
Behavioural	**Physical**	**Mental**	**Emotional**
Difficulty sleeping Changes in eating habits Increased smoking or drinking Isolation from friends and family	Tiredness Indigestion and nausea Headaches Aching muscles Heart palpitations	Indecisiveness Difficulty concentrating Memory loss Feelings of inadequacy Low self-esteem	Anger or irritability Anxiety Hypersensitivity Feeling drained and listless

3. Responsibilities

- Everyone has a responsibility to contribute to making the Wellbeing Policy effective.

School management/leadership responsibilities

- Offer events and/or training opportunities that promote wellbeing and health if applicable
- Seek to manage staff mental health through risk assessments, surveys and early intervention.
- Ensure staff roles and responsibilities are clearly defined and monitored.
- Ensure employees are made aware of this wellbeing policy and the support available.
- Aim to provide the resources and training toallow staff to do their jobs properly.
- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Encourage good communication between management and staff.
- Ensure workloads are talken into account when implementing new initiatives.
- Aim to create a positive and supportive atmosphere throughout the school.
- Provide information that helps staff to manage stress effectively.
- Ensure that regular contact is maintained with members of staff who are absent for long periods.
- Ensure new members of staff receive an induction and all the relevant information they require.
- Ensure Staff surveys include information about wellbeing and results shared with the governing body.
- Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the following:
    - Sickness and absence data
    - Staff turnover
    - Exit interviews
    - Referrals to occupational health
    - Grievance cases

- Harassment cases
- Performance appraisals
- Staff surveys

Governing Body responsibilities

- Allocate funds to ensure support such as employee assistance programmes and mental health training can take place.
- Review the staff survey outcomes and plan any agreed actions.

Employee responsibilities

All members of staff:

- are responsible for acting in a way that maintains a healthy work/life balance;
- will act in a way that promotes a positive, supportive atmosphere throughout the school;
- are responsible for reporting honestly about their wellbeing;
- will, where possible, ask for help when they feel under pressure or stressed;
- will attend events and training opportunities which promote wellbeing and health when offered;
- will not act in a manner which endangers themselves or others;
- are required to familiarise themselves with this policy as part of their induction programme.

4 Reporting procedures

- Member of staff to raise any concern about wellbeing, to their line manager or another member of the school leadership team. They will provide the member of staff with information about the support that is available to them; this includes both within the school and outside sources. These resources include:
    - Occupational Health – ohu@gloucestershire.gov.uk 01452 425073
    - Employee Assistance Programme – healthassuredeap.com.
      Health Assured **24-hour helpline**: **0800 030 5182**

- Any referrals will be made with the member of staff's agreement.
- All cases will be treated confidentially with the exception of:
    - some cases, such as those that involve a direct impact on day-to-day activities, where the concern may be reported to the Headteacher (staff will be informed of this).
    - Safeguarding concerns in line with the school's safeguarding procedures.