



Staff Wellbeing Policy

1. Policy Statement

Highfield Community Primary School recognises that the staff are their most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community.

There is a relationship between healthier more positive staff, pupil achievement and school improvement.

There are employer duties to staff that require sensitive staff policies and practice.

Upon employment each staff member will be given access to the Staff Handbook, Code of Conduct Policy and other staff policies which are held in the staffroom.

The purpose of this policy is to provide a document that embraces the many school practices that support staff health and wellbeing, to minimise the harm from stress and ensure that there is cohesion and progress in working towards the health and wellbeing of all staff.

2. Guidelines for Implementation

The Headteacher, Senior Leadership Team and Governing Body will:-

- Promote a school ethos where all staff are valued and where respect, empathy and honesty are the cornerstones of all school relationships.
- Provide opportunities for personal and professional development.
- Operate Performance Management linked to clear job specifications.
- Provide extra support from the Headteacher & SLT during certain times of particular challenge and/ or difficulty e.g. OFSTED Inspections.
- Provide a non-judgmental and confidential support system e.g. through induction mentors.
- Promote information about and access to supportive services.
- Respond sensitively and flexibly to external pressures that impact on staff lives whilst at the same time ensuring the efficient running of the school.
- Maintain contact with staff when they are absent for long periods (through a named person).

3. Implementation of the Staff Well-Being Policy

The school will implement the Staff Well-Being Policy in the following ways.

- Leaders will act as positive role models.
- A named Well-being Co-ordinator, Andrea Jolly, will ensure that the school environment continues to promote staff well-being, and alert the Headteacher or SLT if this becomes compromised.
- Decision making processes are clearly understood and supported by staff.
- Opportunities are provided for all staff to socialise and relax with each other, in both formal and informal contexts.

- New staff are supported with an appropriate level of induction.
- Leaders will promote an open listening culture that responds quickly to problems.
- Provision of a staff room that is sensitive to issues of race, gender, homophobia, culture and disability and free from negative comments that are detrimental to staff wellbeing.
- Maintenance of quality staff facilities and accommodation e.g. access to free tea and coffee, adequate seating and toilet facilities.
- The regular and systematic monitoring of staff absences, staff/children/family relationships and the recruitment and retention of staff. Absence monitoring can include, when triggers are met, support meetings to explore actions and solutions between the line manager or Headteacher and staff member.

4. Practical Actions to Support New Staff:

- School Induction
- Allocated mentor, buddy or support person
- All staff to have a named identity badge.
- At the end of the first week of employment staff will have a review with the supporting person.
- Review meetings held after 2, 4 & 6 months.

5. Practical Actions to Support New Roles:

- Decide who will be the supporting person for the new role.
- Initial meetings to agree a job description will be held.
- An initial discussion of roles and responsibilities will be held.
- Introduction/visits to school/class or environment in which the role will be carried out.
- Establish a pattern of support and training.
- End of first week review with supporting person.
- 1:1 support for new tasks.
- 2, 4 & 6 month reviews

6. Good practice to promote staff well-being:

- Lunch provided on INSET days
- Free tea and coffee for all staff in school
- Positive comments made about the school and staff are shared.
- Staff are encouraged to say thank you to others through the appreciation station in the staffroom
- Successes are celebrated.
- Social activities are organised for staff by staff.

- Concerns are shared with line managers through regular meetings and discussions, and the operation of an open-door policy.
- All staff invited to the diary meeting on a Friday

7. When Problems Arise

- The school will provide support and discuss options as appropriate to the circumstances. In some cases this may include external support.

The school will continue to support even when external services are involved.

- Positive Handling Debrief to be held if an incident occurs as this can affect staff members especially if they or the child is hurt. (See Positive Handling Policy)
- Support in place for staff who are experiencing challenging circumstances outside of school. We can signpost to support in and out of school and consider a plan of workload and duties that could be managed differently during challenging or emotional periods.
- Support in place for staff who are experiencing challenging circumstances inside of school will follow workplace procedures, but also supported by another member of staff who is not involved in any support programmes or capability procedures.

8. Time off work for medical reasons

Staff are encouraged to arrange medical appointments outside of school hours. However, if this is not possible, then support will be given on an individual basis.

9. Managing Absence Due to Ill Health

Please refer to the School Policy that cover this area.