



Diocese of Brentwood

Model Policy on Staff Wellbeing

This policy should be read in conjunction with the following documents:

All policies relating to staff matters (*insert list of relevant policies e.g. appraisal, whistleblowing, staff absence, health and safety, positive handling etc.*)

“It is a firm and persevering determination to commit oneself to the common good; that is to say to the good of all and of each individual because we are all really responsible for all.”

Sollicitudo Rei Socialis St Pope John Paul II

Agreed by	Full Governing body
Signed	
Date	
Review date	

(Insert *School Mission statement*)

Policy Statement

In line with our Mission Statement, (*Name of school*) recognises that staff are the most important resource and are to be valued, supported and encouraged to develop personally, professionally and spiritually within a learning and caring community, recognising that every staff member contributes to the development of pupils.

The purpose of this policy is to provide a document that encompasses the many school practices that support staff health and wellbeing; to minimise the harm from stress; ensure there is cohesion in working towards the health and wellbeing of all staff. In addition, it is to maintain the school ethos that supports staff health and wellbeing by making sure that all employees are treated fairly and consistently in recognition that each individual exemplifies the face of Christ.

Mental health as defined by WHO is

“a state of wellbeing in which every individual realises his or her own potential, can cope with normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community”.

Aims

The aims of this policy are to:

- Enable employees to balance their working lives with their personal needs.
- Safeguard the health, safety and welfare of staff.
- Alert staff to early warning signs of poor mental health and wellbeing in themselves and others.
- Create a culture of openness, to minimise the harm from stress.
- Ensure the confidentiality of the individual whilst being mindful of the employers' duty of care.

Causes of stress

There are many factors which can cause stress at work, which are different for each individual, including:

- Lack of support (*including for career progression*)
- Low morale
- Poor communication
- Excessive workload
- Emotional demands of the job
- Physical demands of the job
- Parents' behaviour
- Workplace bullying
- School environment (*e.g. air quality, lighting, state of classrooms, staff rooms*)
- Lack of professional learning opportunities
- Lack of succession planning
- Excessive change
- Culture of blame
- Staff striving for perfection

Managing stress

Managing stress is the responsibility of individuals as well as the school. Ways to manage stress include:

- Developing teams
- Addressing workload issues
- Having access to support
- Ensuring good physical health
- Having realistic expectations
- Being aware of key times in the year
- Using 5 ways to wellbeing
 1. Connectedness (buddying systems)
 2. Being active
 3. Taking notice (awe and wonder)
 4. Keep learning (professional development)
 5. Giving (of time, to charity, to others, being selfless)

Guidelines for implementation

The Governing Body and Senior Leadership Team: -

- Promote a school ethos where all staff are valued and Gospel Values are the cornerstone of all school relationships.
- Provide opportunities for personal, professional and spiritual development.
- Operate a positive (*Performance Management/ Appraisal*) process.
- Provide a non-judgmental and confidential support system (*e.g. through induction mentors, workplace buddies, counselling, etc.*)
- Promote information about and access to supportive services. (*e.g. Education Support Partnership*)
- Provide extra support during certain times of particular challenge and/ or difficulty (*e.g. OFSTED Inspections*).
- 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 an appropriate person*).

Implementation of the staff wellbeing policy

As a Catholic school, Christ is at the centre of all we do.

(Insert school context e.g. As a one-form entry Catholic primary school... As a Catholic secondary school...) the school will implement the policy in the following ways:

- All staff to act as role models
- Governors are responsible for mental wellbeing of all staff
- School to have a wellbeing lead/champion/team
- A named wellbeing co-ordinator to ensure that the school environment continues to promote staff well-being, and alert SLT and governors if this becomes compromised.
- Wellbeing to be a regular agenda item for staff and governor meetings
- 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 and governors to promote an open listening culture that responds quickly to problems.
- Provision of a welcoming culture that is supportive and sensitive to all issues (e.g. *race, gender, identity, culture and disability*).
- Maintenance of a quality environment (e.g. *access to refreshments, adequate seating and toilet facilities*).
- Training for all staff on wellbeing

Practical actions to support new staff and new roles

(Should include: reference to school induction, support and training)

(Could include mentoring, buddy system, job description for new roles, review meetings at specified points)

What good practice looks like

(Insert school context which includes reference to:)

- Keep Christ at the Centre
- Respect the dignity of all
- Serve and be served

Addressing workload

- *Streamline planning and marking/feedback*
- *Using data to improve not prove*
- *Limiting number of after school activities*
- *Reduce meeting time*
- *No meetings for meetings sake*
- *Rotation of meetings e.g. 1 per fortnight*

Wellbeing

- *Responding to individuals' needs*
- *Half day off per half term in return for after school activities or booster sessions*
- *R and R day; leave school at midday once per term for every Member of staff with no emails and they have to feedback on what they have done*
- *Shout out boards*
- *Draw name out of a hat, put something nice in the envelope with that name on it the following week.*
- *Use of buddies (not formal) (strategic people in strategic places).*
- *Well-being team not necessarily SLT*
- *Education Support Partnership*
- *Social events could include participating in sport to look after physical health*

Opportunities for spiritual growth

- *Opportunities for staff to pray together*
- *Advent angels*
- *Prayer partners*

When problems arise

- This policy needs to be read in conjunction with other school policies (*in particular whistleblowing, sickness, absence, health and safety, positive handling and appraisal policies*)
- The school will discuss options and provide support as appropriate to circumstances.
- The school will signpost relevant support
- The school will consider options for managing workload and duties differently during challenging or emotional periods

This policy will be reviewed bi-annually

“Before all else the Gospel invites us to respond to the God of love who saves us, to see God in others and to go forth from ourselves to seek the good of others.”

Pope Francis