



Staff Wellbeing Policy
For
The Beckmead Trust

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| Name of Policy | Staff Wellbeing Policy |
| Policy Level | Trust |
| Date of Issue | Jan 2021 |
| Author | Steve Cobbett |
| Date of Next Review | Jan 2022 |
| Signature | Jonty Clark |
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Statement of intent

The Beckmead Family of Schools wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important and we want our staff to enjoy their work, to feel valued and to feel able to cope with the pressures of working with challenging young people.

The Beckmead Family of Schools is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to flourish professionally whilst working for us.

The purpose of this policy is to maintain our school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently

Aims of the policy

To develop a healthy, motivated workforce who are able to deliver a high-standard of support to students.

To help ensure that our school promotes and has meaningful policies that actively support the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.

To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.

To respond sensitively to external pressures which affect the lives of staff members.
To provide staff with training and support to deal positively with stressful incidents that they may be involved in whilst working with our vulnerable children.

To improve staff development, co-operation and teamwork by creating effective leaders.

To make staff members aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.

2.1 The Local Governing Body and Senior Leadership Team

- Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.
- Will provide a range of strategies for involving staff in the school decision making processes.
- Will review the demands on staff, and seek practical solutions wherever possible.
- Will provide personal and professional development such as stress management, team building, etc. and provide a budget for resources as necessary
- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will ensure that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This may include:

- preventing unnecessary stress and ensuring that any work-based stress employees experience is at a manageable, healthy level.
- SLT managing staff in a manner in which staff feel respected, appropriately empowered, listened to and emotionally supported
- Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons. For further information refer to our school's Special Leave **Policy**.
- Will ensure that there is clear communication between staff and management with regards to all areas of school life.
- Will create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness.
- Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- Will monitor and review any measures that are planned, and assess their effectiveness.
- Will conduct risk assessment for work-related stress in consultation with senior staff and Human Resource advisors.

2.2 Staff members

- Will support the development of Well-Being Ambassadors for each school site who will be responsible for promoting staff well-being in schools.
- Will make themselves aware of the school's related policies (please see below)
 - Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
 - Will treat each other in a mutually respectful way
 - Will ask their **Line Manager** or Well-Being Ambassadors for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
 - Will identify opportunities for development and take advantage of those offered by the school.
 - Will apply for any requests for leave of absence in advance, providing evidence as required.

- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings, including via the Well-Being Ambassadors.

Actions to support new staff

3.1 Practical actions to support new

- All staff will be given a school orientation by the Head of School or otherwise appropriate colleague.
- All new staff will receive the **staff induction pack/staff handbook** and there is an expectation that this will be read prior to commencement of employment.

All new staff will be given some basic informal training on how to support the needs of students if no formal training is imminent

- All staff will be made to feel welcome and given as much support as required. All staff are to be issued with a name badge on arrival on their first day and any keys etc needed. New staff will have a review with a senior member of staff no later than three months after employment and can request a review prior to this time if necessary. Further reviews will be arranged as necessary.

Procedures for handling issues of

- The Senior Leadership Team must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. The Senior Leadership Team should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.
- Where additional, professional advice is required, the school has contacts with Occupational Health Professionals and Human Resource experts and these avenues should be utilised.
- Where necessary, staff should be encouraged to use the confidential counselling service, via our Employee Assistance Programme, listed in The Staff Handbook. This service provides staff with serious concerns to obtain advice and support outside of the workplace.
- The school will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which may have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as our Employee Assistance Programme and HR Consultancy
- During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

Ideas to promote staff wellbeing

- Daily morning staff briefings. Continuing professional development programme for all staff.
- Quarterly social events / fun team building activities.
- Annual job description meetings via the PFM and Appraisal procedures.
- All staff encouraged to contribute to the School Development Plan. All staff invited to INSET days.
- Team rooms for each site to relax, work and support colleagues. Administrative staff are to support the wider workforce.
- Consultative staff meetings / workshops / staff surveys / ideas box to give the opportunity for the staff voice to be heard and staff ideas to be taken seriously, acted on and supported with resources etc where appropriate

A meaningful staff suggestions scheme to capture and act upon staff ideas for the organisation

Related Policies

Sickness Policy
Special Leave Policy
Staff Handbook