



Parbold Douglas

CHURCH OF ENGLAND ACADEMY

Staff Mental Health and Well-being Policy

Date of last review: November 2021



Parbold Douglas CE Academy

Staff Mental Health and Well-being Policy [Last updated: November 2021]

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Policy Statement

Let your light shine

Matthew 5:16

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.
(World Health Organization)

Our school pursues an inclusive, ambitious, Christian vision. **We seek to equip children with the vision, passion and skills needed to transform society.** We want children to be ‘fired up’ about building God’s Kingdom here on Earth, enacting positive change across all spheres of society. God’s Kingdom is one of peace, love, joy, unity, equality, respect, forgiveness and compassion. It is a Kingdom where all can flourish, finding belonging, purpose and fulfilment. It is a Kingdom where we receive God’s love and the promise of ‘life in all its fullness’ through Jesus (John 10:10).

In seeking to create a community where all can flourish, we prioritise the health and well-being of all in our community. We want our pupils and staff to be physically, emotionally, mentally and spiritually healthy.

Parbold Douglas Church of England Academy wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff mental health and well-being is important to pupil achievement and the school’s performance. **We believe that for pupils to flourish, staff must flourish also.**

Scope

This document describes the approach, at Parbold Douglas Church of England Academy, to promoting positive staff mental health and well-being. This policy is intended as guidance for all staff including non-teaching staff and governors.

This policy relates specifically to the mental health and well-being of staff. For our policy on supporting and developing the mental health and well-being of pupils, please refer to the ***Mental Health and Well-being Policy***.

The policy aims to:

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- To help ensure that our school promotes the health and well-being of all staff members, recognising the impact work can have on employees’ stress levels, mental and physical health.
- To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed.
- 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 improve staff development, co-operation and teamwork by creating effective leaders.



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

Role of Staff

The governing body:

- Will be represented on the staff well-being committee.
- Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- Will adopt the appropriate policies in respect of ‘family friendly’ employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the school.
- 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. (when requested or required by the school).

The Headteacher:

- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress.
- Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons.
- 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, in conjunction with the staff well-being committee, monitor and review any measures that are planned, and assess their effectiveness.
- Will appoint a staff well-being committee who are responsible for ensuring that the good health and well-being of all staff members is supported, promoted and valued by the school. The committee will also ensure that school policies and procedures reflect this aim.
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.
- Will ensure staff are made aware of the benefits for staff that are included within the school’s insurance policy (e.g. annual health screening).

The Staff Well-being Committee:

- Will include representation from: the governing body, the teaching staff and the support staff.



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- Will meet every half-term to support the governing body and head teacher in achieving the aims outlined above.
- Will be responsible for taking action that promotes staff well-being (see 'Procedures to promote staff well-being' for examples of such actions).

Staff members:

- Will make themselves aware of the school's policies on Appraisal and Capability Staff Discipline, Staff Grievance and Code of Conduct
- 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 ask their head teacher, or the well-being committee, 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 share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

Actions to Support New Staff

Practical actions to support new staff:

- All staff will be given a school induction by the head teacher.
- All new staff will receive the staff handbook. This will continue to include all important policies, or their location, and will include this policy on health and well-being.
- 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.
- At the end of the first week of employment, new staff will have a review with a senior member of staff.
- All new staff will have a 3-month review interview with their Line Manager. Additional reviews may be scheduled at 6-months and/or a year.

Procedures for Handling Issues of Well-Being

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 listed in The Staff Handbook. This service provides staff with serious concerns to obtain advice and support outside of the workplace.



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The school will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and well-being. The various options for dealing with such issues should be discussed with staff members where appropriate.

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. Staff members will be consulted about the explanation given to parents when they require a period of absence.

Procedures to Promote Staff Well-Being

- Staff well-being committee meets once per half-term.
- Communication via weekly staff briefings.
- Continuing professional develop for all staff.
- Social events – every effort should be made to give at least 1 month of notice before such events and the personal lives of all staff members will be considered.
- Performance management.
- All staff encouraged to contribute to the School Development Plan.
- All staff invited to INSET days.
- Recognition on staff birthdays/special occasions.
- Staff room provided for staff to relax and take breaks in – a separate PPA room is provided so that staff do not need to work in the staff room.
- Jo Eccles meets with support staff every 2-3 weeks to provide the opportunity to voice concerns and to have their views sought.
- Staff can raise concerns in confidence with members of the staff well-being committee.
- An annual staff well-being survey is completed online by all team members.

Policy Review

This policy will be reviewed every 3 years as a minimum. It is next due for review in October 2024.

Additionally, this policy will be reviewed and updated as appropriate on an ad hoc basis. If you have a question or suggestion about improving this policy, this should be addressed to the head teacher.

This policy will always be immediately updated to reflect personnel changes.

Date of last review: November 2021

Date of next review: November 2024

