

## Staff Wellbeing Policy

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**Committee Responsible:** Personnel

### 1. Introduction and Purpose of Policy

This policy is intended to outline the ways in which the governing body, senior leaders and employees can work together at St James C of E Primary School to enhance staff health and wellbeing, ensuring that the school is a safe, caring, and positive place to work.

The governing body has legal responsibilities as an employer under health and safety legislation and its duty of care to support health at work is reflected in a number of policies and procedures.

These include:

- Health and Safety Policy
- Equal Opportunities Policy
- Bullying Policy
- Grievance Procedure
- Whistleblowing Policy
- Special Leave Policy

These policies, and others which relate to staff, can be accessed via the staff online drive, or the staff server remotely.

#### Policy Statement

St James is committed to promoting the positive mental, physical, emotional and financial wellbeing of its staff and recognises that enhancing individual wellbeing offers benefits not just to our staff but also our pupils and the wider community.

In particular, we are committed to:

- Identifying and managing risks to the health and wellbeing of staff through putting in place appropriate measures backed up by suitable support and training.
- Promoting a healthy culture in which employees and line managers are aware of mental and physical health issues at work, particularly the demands of workload, and communicate openly and respectfully with one another on a regular basis.
- Creating an open and supportive workplace where managers and employees can discuss any issues associated with emotional or financial wellbeing, removing stigma and normalising conversations around mental health and money worries.
- Supporting financial wellbeing by ensuring available supportive resources and assistance are effectively communicated and offered to employees when needed.
- Ensuring that all employees understand the role they play in demonstrating healthy behaviours, recognising the signs of deteriorating health and/or escalating financial concerns and being proactive in seeking support for themselves and others when needed.
- Ensuring that members of staff are aware of the sources of support, internal and external, which are available to them and that all personal wellbeing matters will be dealt with in complete confidence.

This policy applies to all employees working for St James C of E Primary School.

### 2. Roles and Responsibilities

- The Governing Body is responsible for overseeing the wellbeing strategy, monitoring the effectiveness of this policy and for ensuring that appropriate policies and procedures are in place to ensure the health and wellbeing of staff at work. This includes the wellbeing of the senior leaders of the school.

- The Headteacher is responsible for the implementation of the wellbeing strategy and relevant policies and procedures as well as for ensuring that those with line management responsibilities are suitably skilled to support those they manage in an empathetic and constructive way, with due regard to mental, physical, and emotional and financial wellbeing issues.
- The Deputyhead, Phase Leaders, SENCO and Business manager are responsible for supporting the Headteacher in implementing the wellbeing strategy, using policies and procedures fairly and consistently, working with their staff to understand and address daily pressures, monitoring workload and supporting staff appropriately to their needs, taking prompt action where there are signs of work-related stress, financial distress, or other health concerns.
- All staff, including the Headteacher and line managers, are responsible for role-modelling healthy behaviours, treating others in a caring and respectful way and seeking support for themselves or others when experiencing difficulties which may be impacting on mental or physical health. All staff understand the need for confidentiality but also acknowledge that in some instances they may need to disclose concerns about their own or other staff members wellbeing in order to safeguard them.

### 3. Wellbeing Strategy and Initiatives

St James C of E Primary School has put in place a wellbeing strategy which is focussed on addressing those matters which have been identified as priorities for improvement as well as promoting healthier lifestyles. This will be supported by initiatives which aim to raise awareness of wellbeing issues, offer practical support or advice to staff, address training needs and/or seek feedback (e.g., through staff surveys or project groups). These will be reviewed and, where necessary, adjusted each year in line with changing needs.

We provide:

- Regularly timetabled PPA time
- Absence procedure for staff.
- Quiet dedicated staffroom space
- Flexibility to work from home during planning time where appropriate
- We flexibly allocate directed time to allow teachers to complete key tasks.
- All leaders receive weekly leadership time on top of Their PPA
- All TAs have 30% planning time for interventions.
- Assemblies are held by SLT twice a week to allow weekly
- Free Sanitary products for all staff
- A paid 10 minute comfort break for all staff
- Complementary tea and coffee
- A regularly refreshed Emergency Pick me Up snack box for those times in need
- Opportunities for exercise in groups at school

On top of this, we have a range of strategies to support teachers manage their workload. This is outlined in Appendix A.

### 4. Support Mechanisms

Various support mechanisms are available to employees, and these are periodically reviewed. The following are currently available:

- Access to an Employee Assistance Programme (EAP) which offers practical support, information and resources on stress management, work-life balance, relationship and family issues, financial worries, bereavement, and other life changes.
- Fast access to telephone or face-to-face counselling support through the Employee Assistance Programme.
- Access to occupational health support through our provider, offering independent, impartial advice on the effects of work on an employee's health and vice versa.

More information on the EAP is available to all employees in the staffroom

At St James we have an appointed mental health first aider who is responsible for

- The promotion of wellbeing, including distribution of information to support emotional and financial wellbeing enabling understanding of the link between financial and mental wellbeing;
- Signposting relevant health and wellbeing services to line managers and employees;
- Signposting external sources of support for financial wellbeing;
- Reporting to Headteacher on wellbeing issues and initiatives;
- Providing Mental Health First Aid to someone experiencing a mental health issue or crisis

## 5. Status of Policy and Review

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body and Senior Leadership team. The policy is discretionary and does not confer any contractual rights.

## 6. External Sources of Support

There are many sources of external support for employers, line managers and employees. A selection of these is provided below:

<a href="https://www.mentallyhealthyschools.org.uk">https://www.mentallyhealthyschools.org.uk</a>	Mentally Healthy Schools is a website for primary schools, offering teachers and school staff information, advice, and practical resources to understand and promote pupils' and staff mental health and wellbeing.
<a href="https://www.mentalhealthatwork.org.uk/">https://www.mentalhealthatwork.org.uk/</a>	Mental Health at Work is an online gateway to resources, training, and information with the aim of changing the way workplace mental health is approached. It's funded by The Royal Foundation with Heads Together and developed by Mind and 11 key partners from the world of business and mental health, including the Chartered Institute of Personnel and Development.
<a href="https://www.annafreud.org/">https://www.annafreud.org/</a>	The Anna Freud National Centre for Children and Families is a charity with the aim of transforming current mental health provision in the UK by improving the quality, accessibility, and effectiveness of treatment. The centre has produced a useful resource in collaboration with the Schools in Mind learning network, "Ten steps towards school staff wellbeing", which promotes staff wellbeing in schools.
<a href="https://mhfaengland.org">https://mhfaengland.org</a>	Best practice guidance for employers on how to implement Mental Health First Aid in the workplace. MHFA England training is a key component for creating a safe, healthy workplace where the mental health and physical health of employees are valued equally. It gives people the tools to support their own mental health and that of their colleagues and encourages them to access timely support when needed.
<a href="https://www.mind.org.uk">https://www.mind.org.uk</a>	Mind is a charity that provides advice and support to empower anyone experiencing a mental health problem.
<a href="https://www.educationsupportpartnership.org.uk">https://www.educationsupportpartnership.org.uk</a>	This charity provides a free helpline available to all teachers, lecturers, and staff in education (primary, secondary, further, or higher education) in England, Wales and Scotland. The charity also offers an emergency grant service for those in financial distress.
<a href="https://moneyandpensionservice.org.uk">https://moneyandpensionservice.org.uk</a>	Free, confidential, and independent money and debt advice from the government's Money & Pensions Service.
<a href="https://citizensadvice.org.uk">https://citizensadvice.org.uk</a>	Free confidential financial advice and support.
<a href="https://www.everyturn.org/">https://www.everyturn.org/</a>	Free, confidential mental health services on behalf of the NHS offering talking therapy, crisis support, dementia care, housing support,
<a href="https://www.bacp.co.uk/about-therapy/useful-links/">https://www.bacp.co.uk/about-therapy/useful-links/</a>	The British Association for Counselling and Psychotherapy is the professional association for members of the counselling professions in the UK. This service caters for all ages and levels of support required.

## Supporting teachers to manage their workload

**Of course, every job, by its very nature, has 'workload'. We all have job descriptions setting high standards but at St James we regularly review teacher workload in order to ensure that it is reasonable. We do this as a part of our scheduled monitoring programme and in discussion with staff and in SLT meetings.**

## Here are some of the things that we do in our school in order to help staff to manage their workload well:

- Teachers are not required to run any after school clubs so that they have plenty of time for assessment and planning from 3.30pm onwards. Some teachers choose to do this.
- Teachers do not supervise children before school or lunchtimes so that they have time for a proper break and to prepare for the next set of lessons properly.
- Teachers only complete one break duty a week.
- All staff are encouraged to take a 10 minute comfort break in the morning.
- Teaching assistants receive regular professional development training and additional training.
- There is no expectation that any emails are responded to or sent after 6pm or before 8.30am.
- Directed time is allocated to preparing for parents evenings and ahead of data drops.
- Planning, preparation and assessment (PPA) time is available to teachers in a 'block' of time where possible i.e. not half an hour a day. This is timetabled weekly and is normally taken by the same person for consistency and ease of planning. PPA can be taken at home if in agreement with the Headteacher.
- Weekly staff meetings in general do not last for more than one hour, unless a dedicated twilight.
- Meetings are punctual, have a specific objective and are fit for purpose.
- The highly detailed termly calendar with all events mapped on to it, is available for staff many weeks in advance to help them plan their time efficiently
- Tas receive planning time for their interventions
- A proportion of the Teacher Consultation meeting with parents are held in the school day, to reduce hours that teachers work.
- Online systems are used to set homework.
- Dedicated leadership time is given to all subject and phase leaders to provide time for them to execute their duties.
- Additional release time is provided to support with the planning of significant school events or project, where possible.
- There is no expectation for teachers to attend school or community events out of school time. Some teachers choose to volunteer to attend these.
- Lieu time is given to staff who attend school residentials
- We limit our data drops to three times a year
- Extremely detailed curriculum planning, right down to individual lesson planning is available for teachers in most subjects.
- Teaching Assistants are dedicated to every class each morning to assist with the administration tasks.
- The office team support with administration tasks, such as printing reports, writing letters, organising trips and organising parents evenings
- The formats we use to report to parents on pupil progress have been refined and refined so that they are fit for purpose and not onerous for staff to complete.
- Half an Inset day is given to staff to assist with their report writing.
- We encourage all staff to leave the site by 5.15pm
- The school uses a positive coaching style to help staff who struggle to manage their time effectively.