



# *St Laurence Church of England Primary School*

*Learning with love and laughter*

## Health and Well-being Policy

*Date: July 2019*

*Review Date: September 2020*

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## Statement of intent

**St Laurence Church of England Primary School** is committed to providing a safe, secure and supportive environment for all members of staff. With this in mind, this policy has been created to outline the steps that will be taken by the school to promote the mental and physical wellbeing of our staff.

All members of staff will be made aware of the warning signs that can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous and confidential manner.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to relevant legislation, including but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

1.2. This policy will be implemented in conjunction with the following school policies:

- Health and Safety Policy
- Induction of New Staff Policy

## 2. Warning signs

2.1. All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress.

2.2. The headteacher will arrange training to help staff manage workplace stress.

2.3. Some of the **behavioural indicators** that are caused by stress include, but are not limited to, the following:

- Difficulty sleeping
- Changes in eating habits
- Increased smoking or drinking
- Isolation from friends and family

2.4. Some of the **physical indicators** caused by stress include, but are not limited to, the following:

- Tiredness
- Indigestion and nausea
- Headaches
- Aching muscles
- Heart palpitations

2.5. Some of the **mental indicators** caused by stress include, but are not limited to, the following:

- Indecisiveness
- Difficulty concentrating
- Memory loss
- Feelings of inadequacy / low self esteem

2.6. Some of **emotional indicators** caused by stress include, but are not limited to, the following:

- Anger or irritability
- Anxiety
- Hypersensitivity
- Feeling drained and listless

### **3. The governing body**

3.1. The governing body will

- Ensure the effective implementation of this policy.
- Recognise mental health issues and seek to manage staff mental health through risk assessments, surveys and early intervention.
- Ensure staff roles and responsibilities are clearly defined and monitored.
- Ensure that all school policies are assessed for workload impact.

### **4. The headteacher**

4.1. The headteacher will

- Create a positive and supportive atmosphere throughout the school.
- Be responsible for implementing CPD which equips staff with the tools to effectively manage stress.
- Aim to develop a sensitive performance management process that is linked to clear job specifications.
- Aim to include all staff in the school's decision making process.
- Organise extra support for staff at times of increased stress, such as during Ofsted inspections.
- Ensure that all policies that affect staff wellbeing are properly adhered to and reviewed.
- Be responsible for authorising any staff absences, as well as granting extended leave.
- Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the following:
  - Exit interviews
  - Referrals to the counselling service
  - Referrals to other mental health services
  - Grievance cases
  - Harassment cases

## 5. The school business manager

### 5.1. The school business manager will

- Encourage all staff to attend events and training opportunities that promote wellbeing and health.
- Provide information that helps staff to manage stress effectively.
- Along with the Headteacher, ensure that regular contact is maintained with members of staff who are absent for long periods.
- Ensure new members of staff have received all the relevant information they require. This includes the procedures for raising concerns about wellbeing.
- Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the following:
  - Sickness and absence data
  - Staff turnover
  - Referrals to the counselling service
  - Referrals to other mental health services

### 5.2. The **school business manager** will be responsible for monitoring all staff absences.

## 6. Senior management

- 6.1. All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.
- 6.2. All senior members of staff will attend events and training opportunities which promote wellbeing and health.

## 7. Staff responsibilities

### 7.1. The **headteacher** is responsible for monitoring the effectiveness of wellbeing provisions in certain policies, including those relating to the following:

- Performance management
- Flexible working
- Harassment
- Capability and absence
- Job description reviews

### 7.2. All members of staff are responsible for acting in a way that maintains a healthy work/life balance.

- 7.3. All members of staff will act in a way that promotes a positive, supportive atmosphere throughout the school.
- 7.4. All members of staff are responsible for reporting honestly about their wellbeing.
- 7.5. All members of staff will, where possible, ask for help when they feel under pressure or stressed.
- 7.6. All members of staff will attend events and training opportunities which promote wellbeing and health.
- 7.7. Members of staff will not act in a manner which endangers themselves or others.

## **8. Stress reduction strategies**

- 8.1. A member of the **governing body** will be assigned as a wellbeing lead, taking overall responsibility for monitoring the wellbeing of staff.
- 8.2. The **headteacher** will arrange a meeting with members of staff in which the current working times and practices will be discussed as is found necessary.
- 8.3. The **headteacher** will undertake a wellbeing audit by distributing surveys to all members of staff. Any proposed changes will be communicated to all members of staff.
- 8.4. The school will adopt a sickness absence plan which will promote a positive, caring strategy for staff who are returning to work following sick leave.
- 8.5. The **governing body** will allocate funds for a wellbeing budget. All members of staff are welcome to make suggestions for the use of this fund. The **headteacher** will have the final say as to how the fund is spent.

## **9. Reporting procedures**

- 9.1. Two senior members of staff will be designated as wellbeing officers; this is in the event of one of the wellbeing officers being the subject of the complaint:
  - **Mrs R Barker**
  - **Mrs S Unsworth**
- 9.2. If any member of staff wishes to raise a concern about wellbeing, one of the two wellbeing officers will be notified.
- 9.3. The wellbeing officers will provide the member of staff with information about the support that is available to them; this includes both within the school and outside sources. These resources include:
  - **Counselling**

- 9.4. The wellbeing officer will treat all cases confidentially. Real names of staff will not be used when wellbeing officers are reporting to the Head of School.
- 9.5. In some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed. If this is the case, staff will be made aware of the situation.
- 9.6. The wellbeing officer, in receipt of the complaint, will investigate and report this to the Head of School.
- 9.7. The Head of School will decide whether any further action will be taken.

## **10. Monitoring and review**

- 10.1. The Head of School will review this policy on an annual basis, and will make any changes necessary.
- 10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.