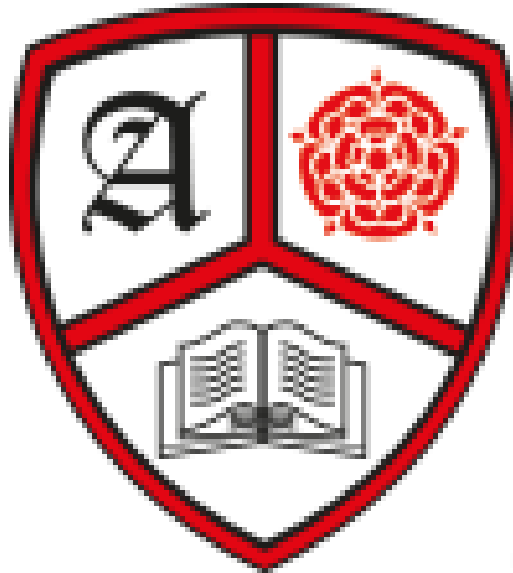


Anderton Primary School



Staff Mental Health and Well-Being Policy

Policy Statement

Anderton Primary School 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. Anderton Primary School is committed to making sure that this Staff Mental Health and Well-Being Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of this policy is to maintain a school ethos which supports staff health and well-being by making sure all its employees are treated fairly and consistently.

At Anderton Primary School the curriculum is designed to recognise children's prior learning, provide firsthand learning experiences, allow the children to develop interpersonal skills, build resilience and become creative, critical thinkers. Our core values of perseverance, self-reflection, respect, trust and kindness are embedded into the curriculum.

Every child is recognised as a unique individual. We celebrate and welcome differences within our school community. The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts and our five core values. We constantly provide enhancement opportunities to engage learning and believe that childhood should be a happy, creative, investigative and enquiring time in our lives where there are no limits to curiosity and there is a thirst for new experiences and knowledge. We promote positive attitudes to learning which reflect our core values and skills needed to promote responsibility for learning and future success.

Community involvement is an essential part of our curriculum as we celebrate local traditions, learning new skills to enable the children to take an active role in events throughout the year.

At Anderton we explore, we create, we innovate!

Scope

This document describes the approach, at Anderton Primary School, to promoting positive staff mental health and well-being. This policy is intended as guidance for all staff including non-teaching staff and governors.

The Policy aims:

- To develop a healthy, motivated workforce who can 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 and 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 life-work 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.
- 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.

Role of Staff

The Governing Body:

- Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable life-work 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 and 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 Head Teacher:

- Will ensure that all staff enjoy a reasonable life-work 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 and 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 senior lead team, monitor and review any measures that are planned, and assess their effectiveness.
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer reasonable adjustments to work as required.
- 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.

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 a member of the senior lead team 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 time so that effective strategies can be put in place to manage workloads.
- Will only share their views, ideas and feelings about all issues concerning the school at formal meetings.

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 be directed as to where they can find relevant policies and procedures.
- All staff will be made to feel welcome and given as much support as required.
- At the end of the first month of employment, new staff will have a review with a senior member of staff.

Procedures for handling issues of well being

The Senior Leadership Team must encourage and lead on 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 professionally, fair, consistent and in a timely manner when a concern arises.

Where additional, professional advice is required, the school will contact Occupational Health Professionals and Human Resource experts whose advice will be acted upon appropriately.

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 a negative impact 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 always ensure that the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employees' rights and dealing with the employee with tact and sensitivity. Staff members will be consulted about the explanation given to parents should they enquire a period of absence.

Procedures to promote staff well-being

- Regular staff briefings
- Continuing professional development
- Social events
- Performance Management/ Appraisal for all staff
- All staff encouraged to contribute the School Development Plan
- All staff invited to INSET Days
- Recognition of staff birthdays / special occasions
- Staff room provided for staff to relax and take breaks in – a separate PPA room to be provided so that staff do not need to work in the staff room.
- Curriculum lead to meet with support staff at least once per half term to provide opportunity to voice concerns and to have their views sought.
- Head teacher to meet with welfare staff once per term to provide opportunity to voice concerns and to have their views sought.
- Staff can raise concerns in confidence with members of the senior leadership team.
- Governors to fund tea, coffee etc. for all staff from the school budget.
- An annual staff well-being survey to be completed by all team members.

Policy Review

This policy will be reviewed every 2 years.

Additionally, this policy will be reviewed and updated as appropriate on an ad hoc basis.

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

