



Staff Wellbeing Policy & Procedure

Last reviewed on:	April 2024
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Next review due by:	April 2025
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Owner:	Director of Education
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Source:	Trust
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Part A – Policy

1. Policy Statement

Everychild Partnership Trust and its schools prioritises the duty of care they have towards all Employees and recognise the importance of supporting and promoting physical, mental, social and financial wellbeing within the workplace.

This policy provides a framework within which the Trust and its schools will seek to encourage and facilitate working practices to measure and improve Employee wellbeing. It also makes recommendations for a school Wellbeing Action Plan to be used in conjunction with this policy. The proposed Wellbeing Action Plan will be used to design and deliver evidence-based initiatives the School are undertaking to support and promote their Employee wellbeing. Details of services and organisations which may support Employee wellbeing, are also contained within this document.

In addition:

- The Trust is a Signatory to the DfE Wellbeing Charter
- All schools in the Trust are required to have active Wellbeing Teams
- All schools in the Trust are required to undertake an annual staff stakeholder survey in addition to an anonymous annual wellbeing survey. The results are shared with Local Governing Boards and the Trust Board
- Comprehensive staff development programme and opportunities – Career Pathways For All staff. This is supported by an innovative approach to appraisal (Growing Great Teachers & Growing Great Support Staff) designed to empower all employees to feel in control and able to actively contribute and participate
- The Trust encourages staff to achieve a good work-life balance and provides prompts wherever possible e.g. email footer – “Everychild Partnership Trust respects the work life balance of its staff. If this email has been sent outside of normal working hours, there is no expectation for you to provide an immediate response.”

2. Scope

This policy applies to all Employees of Everychild Partnership Trust.

3. Adoption Arrangements and Date

- This policy was adopted by the Trust Board on April 2023 and supersedes any previous Wellbeing Policy.
- The Wellbeing policy will be reviewed by the Trust Board every two years or earlier if there is a need.
- The Wellbeing Action Plans will be reviewed as a rolling agenda item by the Local Governing Bodies at each meeting.
- The effectiveness of this policy will be monitored, evaluated and reviewed by the Trust Board.
- The effectiveness of the Wellbeing Action Plan initiatives will be monitored, evaluated and reviewed by the Headteachers, Local Governing Bodies and the Trust Executive Leadership Team.

4. The Responsibilities of Trustees and LGBs (Chairs)

- To seek to foster a culture in which the mental, physical, social and financial wellbeing of Headteachers & CEO is discussed openly and is actively supported
- To consider the impact of Trust or LGB decisions on Headteachers & CEO wellbeing and take appropriate actions to address issues whilst not preventing the right to manage staff
- To ensure the Trust & LGBs create a space for Headteachers & CEO to disclose a concern about their own wellbeing or others within the Trust
- To be clear on how they can monitor their headteacher or CEO's wellbeing and make sure they feel supported through regular meetings to check how they're coping, audit for potential stressors, spot the signs that they need help, know where to get further support
- To consider implementing appropriate measures to minimise risks to Headteacher & CEO wellbeing and to identify initiatives to promote and support their wellbeing as appropriate
- Attend training in order to increase their understanding and awareness of wellbeing

5. Responsibilities of the Trust Executive Leadership Group

- To seek to foster a culture in which the mental, physical, social and financial wellbeing of Employees is discussed openly and is actively supported
- To consider the impact of management decisions on Employee wellbeing and take appropriate actions to address issues whilst not preventing the right to manage staff
- To ensure school leaders create a space for Employees to disclose a concern about their own wellbeing or others within the school
- To support school leaders in carefully considering the provision of appropriate support, where an Employee discloses a concern that may be impacting on their wellbeing
- To consider implementing appropriate measures to minimise risks to Employee wellbeing and to identify initiatives to promote and support Employee wellbeing as appropriate
- Attend training in order to increase their understanding and awareness of wellbeing

5. Responsibilities of Employees

- To make their Headteacher / Line Manager aware of any factors which may be impacting on their wellbeing so appropriate support can be considered at the earliest opportunity
- Take reasonable responsibility for their own mental, physical and emotional wellbeing
- Acting in a manner which does not have a detrimental impact on the wellbeing of other members of the Trust or School community
- Act in a proactive manner in making use of wellbeing and support mechanisms provided by the Trust as appropriate

6. What is Employee Wellbeing?

The Trust recognises that a number of inter-related factors contribute to the overall wellbeing of Employees in the workplace. These include:

- Physical, mental, financial and social health
- Working environment, job demands and organisational culture
- Working relationships, leadership and management approach and communication
- Opportunities for personal growth and career development
- The ability to achieve a healthy work-life balance
- External factors which may contribute to poor wellbeing

Everychild Partnership Trust Wellbeing Definition

Wellbeing can be emotional, social and economic and can affect physical and mental health. It encompasses all areas of life - work, education, training or recreation, domestic, family and personal domains.

Wellbeing [noun] – the state of being comfortable, healthy or happy.

This is what the Oxford English Dictionary defines as wellbeing, but what does that actually mean? The short answer is... well, there is no short answer! What one person feels is their perfect state of wellbeing may be completely different from another person. This stands to reason as we all have different goals, ambitions and personalities

As an organisation we cannot mandate any aspect of wellbeing, let alone time management. What works for one person does not work for another. One thing we can do is support and encourage everyone to be able to take responsibility for their own time management.

At the heart of 'how we are' at Everychild Partnership Trust we have our Core Values. These were chosen and adopted after consultation with staff and other stakeholders. The values support us to consciously choose our attitudes and behaviours and set out the code by which we endeavour to live and create a community that works together for the wellbeing of all.

Through our values we understand wellbeing for our Trust community to mean:

Respect

- Personal dignity. Being treated with and treating others with respect
- Having respect for others builds trust and gives a feeling of support

Responsibility

- Feeling in control through being offered and taking the opportunity to contribute and participate in the organisation
- Taking responsibility for own wellbeing – use of time and self-care (Stephen Covey – 7th Habit - sharpen the saw)
- Everyone looks out for each other's wellbeing

Courage

- Recognising and being brave enough to challenge appropriately, respectfully and compassionately when something genuinely affects wellbeing; being brave and secure enough to debate professionally to find solutions
- Having the courage to share feelings and ask for/access support – within the organisation and outside

Compassion

- Behaving with compassion and empathy for each other through having shared beliefs, goals and understanding.
- Being able to see the bigger picture and consider the benefits for all.
- Treat mental well-being the same as physical wellbeing. Look after everyone

Integrity

- Living consistently, reliably and honestly by the values above

7. Trust Support for Employee Wellbeing

Everychild Partnership Trust has a strong commitment to its people as set out in the Trust Mission, Vision and Goals, which guide everyone's attitudes and behaviours across all areas of the Trust

The Trust provides Employees with access to a number of services to support Employee wellbeing.

Staff Support

The Trust provides Employees with free access to Schools Advisory Service, who offer a range of wellbeing services at no additional cost to staff. This is a confidential, independent service provided by fully trained professionals. Employees can access the service in confidence by contacting SAS directly, either by phone on 01773 814403 or via their website www.schooladvice.co.uk.

Occupational Health

The Trust provides Employees with access to an occupation health provider. This enables Employees to discuss any concerns about their health and wellbeing with an occupational health specialist and for the Trusts or its Schools and Employee to receive advice / guidance on how to manage or support any medical condition. Where an Employee wishes to access an OH assessment they should discuss this with the Headteacher / Line Manager who will consider whether a referral may be appropriate.

Mental Health First Aiders

The Trust has a number of Employees who have undertaken Mental Health First Aider training and are able to provide initial support / advice to colleagues regarding their mental health and signpost them to further sources of support and information. The Mental Health First Aiders are within each school setting and details can be obtained from the Headteacher.

Mediation

In appropriate circumstances the Trust provides Employees with access to mediation services. Mediation seeks to improve employment relationships by assisting Employees in reaching a resolution to workplace disputes or conflict. Mediation is a voluntary and confidential process facilitated by an external professional mediator.

Coaching and Mentoring

The Trust offers Employees with access to coaching and mentoring opportunities to support their development. Coaching and mentoring may be considered where an Employee is new to their role, would like support with aspects of their work or in instances where an individual wishes to explore career development. Employees wishing to access coaching and mentoring opportunities should discuss this with the Line Manager / Headteacher in the first instance.

Education Support Network

<https://www.educationsupport.org.uk/>

The Education Support Network is a national organisation which provides practical and emotional support to teaching and support staff working in the education sector. The network also operates a free support line.

Support Line: 08000 562561

NHS

<https://www.nhs.uk/conditions/stress-anxiety-depression/>

The NHS Volunteers Service can also provide a telephone 'check in and chat' for if you have mental health issues and are feeling isolated.

Support Line: 0808 196 3646

8. Additional Support for Employees

Additional support for a variety of wellbeing issues can be provided by SAS. Staff are advised to download the SAS App to access the full range of support available.

<https://schooladvice.co.uk/sas-wellbeing-app/>

9. Associated Policies and Guidance

Employees are advised to read this document in conjunction with the following related Trust policies:

- Trust Health and Safety Policy
- Trust Sickness Absence Policy
- Trust Grievance Policy
- Trust Flexible Working Policy
- Trust Whistleblowing Policy

10. School Wellbeing Action Plan

Schools will document their wellbeing support in a wellbeing action plan. Your wellbeing action plan should be designed to create supportive work environments in which staff can thrive.

This includes:

- Making sure the right policies are in place to support wellbeing at work.
- Staff are given a voice and engagement is prioritised.
- Conversations around wellbeing are normalised and stigma is reduced.
- Tangible support is accessible for all staff to benefit from.

Appendix A – Wellbeing Policy: Guidance

1. Why is Employee Wellbeing so important?

Employee wellbeing initiatives have been shown to:

- Increase Employee resilience
- Reduce sickness absence
- Boost morale and engagement
- Positively impact on retention
- Support recruitment by promoting a positive approach to wellbeing to candidates

Within the Education Sector the DfE has identified workload issues and the impact this has on work-life balance and wider wellbeing as one of the main factors cited by teachers leaving the profession.

A key focus of the DfE's Teacher Recruitment and Retention Strategy is to encourage schools to consider ways in which unnecessary workload can be eradicated and more flexible working arrangements promoted within Schools. Further information about the DfE's strategy can be found here:

<https://www.gov.uk/government/publications/teacher-recruitment-and-retention-strategy>;

2. How to start to develop a wellbeing policy and action plan

A staff wellbeing questionnaire is a good place to start as it helps taking the pulse of the organisation and identify those wellbeing issues impacting on staff. It may also be helpful to identify representatives from throughout the organisation to contribute to wellbeing working groups and seek a cross section of views on how the Trust and its Schools can support Employee wellbeing.

The findings from these exercises can help inform and prioritise the key wellbeing objectives to shape the Employee Wellbeing Action Plan for the School.

3. Developing a Wellbeing Action Plan and Identifying appropriate initiatives

To support meaningful and successful change an action plan is recommended to capture a tangible record of the wellbeing initiatives which the School will focus on each year.

There are a range of practical measures Schools can consider incorporating within their Action Plan to promote and support Mental, Physical, Financial and Social employee wellbeing.

4. Monitor, Review and Evaluation

It is important to monitor and review progress towards action plan initiatives throughout the year and evaluate the impact of any changes introduced annually. This will help inform actions for future years. Remember wellbeing initiatives are not set in stone and should evolve over time in response to the changing needs of Employees.

5. Further Information and Resources for Schools

ACAS Health and Wellbeing in the Workplace Guidance

<https://www.acas.org.uk/health-and-wellbeing>

Anna Freud – 10 Ways to Support Staff Wellbeing

<https://www.annafreud.org/schools-and-colleges/resources/ten-ways-to-support-school-staff-wellbeing/>

Dfe School Workload Reduction Toolkit

<https://www.gov.uk/guidance/school-workload-reduction-toolkit;>

Dfe: Flexible Working Resources for Teachers and Schools

<https://www.gov.uk/government/collections/flexible-working-resources-for-teachers-and-schools>

HSE Work Related Stress and Management Standards

<https://www.hse.gov.uk/stress/>

Mental health at Work

<https://www.mentalhealthatwork.org.uk/resource/address-your-stress-toolkit/?read=more;>

Legislation

Legal Duty of Care – HASWA 1794 / Management of Health & Safety at Work Regulations 1999 – duty of care

<https://www.hse.gov.uk/legislation/hswa.htm>

HSE Management Standards Demand / Role / Support / Relationships / Change / Role

<https://www.hse.gov.uk/stress/standards/>

Thriving at Work

<https://www.gov.uk/government/publications/thriving-at-work-a-review-of-mental-health-and-employers;>

Appendix B: Education Staff Helplines

SAS: 01773 814403

<https://schooladvice.co.uk/sas-wellbeing-app/>

EDUCATION STAFF HELPLINES

- Anxiety UK:** 03444 775 774 (Monday to Friday, 9.30am to 5.30pm)
- Education Support:** UK-wide: 08000 562 561 day or night Txt: 07909 341229 (answered within 24 hours)
- DfE Helpline:** Telephone: 0370 000 2288 Monday to Friday, 9am to 5pm
- Help for money problems:** 0800 138 7777 from Monday to Friday, 8am to 6pm
- National Debtline:** 0808 808 4000 from Monday to Friday, 9am to 8pm
- StepChange Debt Charity:** 0800 138 1111 from Monday to Friday, 9am to 5pm
- Samaritans:** 116 123
- Campaign Against Living Miserably (CALM):** 0800 58 58 58 (daily, 5pm to midnight)
- Eating disorders:** Phone: 0808 801 0677 (adults) or 0808 801 0711 (for under-18s)
- Drinkline:** 0300 123 1110
- FRANK:** 0300 123 6600
- NHS Volunteers Service:** 0808 196 3646 (8am to 8pm)
- NHS 111 online.** If you have no internet access, you should call NHS 111.