



# The Three Rivers

Learning Trust

<b>Name of Policy</b>	<b>Staff Health &amp; Wellbeing</b>
<b>Policy Number</b>	<b>NS18</b>
<b>The Three Rivers</b>	
<b>Named Person(s)</b>	<b>M Tait</b>
<b>Review Committee</b>	<b>Board</b>
<b>Last review date</b>	<b>Autumn 2018</b>
<b>Next review date</b>	<b>Autumn 2021</b>

<b>Key Changes</b>	<ul style="list-style-type: none"><li>• None</li><li>•</li></ul>
<b>Sources</b>	DfE, School Bus
<b>Statutory/Non-Statutory</b>	Non-statutory

## **Background**

There is an increasing body of research that supports the principle that an organisational focus on health and wellbeing in schools has a direct impact on both student progress and attainment and staff performance. This policy covers the leadership, management and staff aspects of health and wellbeing.

Health and wellbeing is defined for the purposes of this policy and within the Learning Trust as:

- Psychological Well Being
- Emotional Wellbeing
- Ethical and Spiritual Wellbeing
- Financial Wellbeing
- Physical Wellbeing
- Social Wellbeing

Appendix 1 provides more detailed definition.

The ethos and culture of the three schools within the Learning Trust is consistent with the principles within this policy. Trustees, leaders and staff should read this health and wellbeing policy and apply the principles in their roles. Consistent and genuine application of the policy will enhance the health and wellbeing of all staff and contribute to the success of the Learning Trust.

## **The Policy**

The Learning Trust recognises that the performance of staff is the most important factor impacting on student outcomes and that effective leadership is the next most important factor. The Learning Trust is committed to the health and wellbeing of its staff because it believes that healthy, fit staff with a strong sense of emotional and psychological wellbeing will be more successful in both their professional and personal lives.

There is a relationship between healthier, more positive staff, pupil achievement and school improvement. We wish to support, encourage and enable all employees to maintain a healthy balance between their work and other interests and responsibilities in their life.

The purpose of this policy is to provide a document that embraces the many school practices that support staff health and wellbeing, to minimise the harm from poor health and wellbeing and ensure that there is cohesion and progress in continuously developing our practice.

The Learning Trust also recognises it has a statutory duty to ensure staff have an appropriate work/life balance. This is underpinned by legislation such as Health and Safety at Work Act 1974, Working Time Directive 1998 and the Employment Relations Act 1999. There are also clear guidelines on work/life balance in the national agreement on raising standards and tackling workload and the School Teachers' Pay and Conditions Document (STPCD).

This policy will be reviewed annually, alongside the student health and wellbeing policy. There will also be a long term, strategic plan to audit, monitor and develop health and wellbeing within the Learning Trust.

## **Psychological and Emotional Wellbeing**

The Learning Trust will:

- Provide an environment in which trust and respect enable staff to work autonomously, without excessive monitoring, whilst being supported to succeed
- Create a supportive, competent environment that enables employees to confidentially discuss their psychological and emotional wellbeing
- Provide a programme of CPD to develop staff knowledge and management strategies to recognise and support psychological and emotional wellbeing
- Provide training to help staff and managers work efficiently, effectively and safely
- Support stress prevention -
  - The trustees and senior leaders of the trust recognise the importance of identifying and reducing workplace stress.
  - Stress prevention will be helped by:
    - Raising awareness and understanding of the issues through training and information
    - Implementing staff training to distinguish between the beneficial effects of reasonable pressure and work related stress
    - Establishing a positive climate for tackling the issues around stress at work
    - Using the appraisal and line management processes to reduce the risk of stress related illness by managing employee workloads
    - Undertaking risk assessments to reduce, eliminate or control the risks from stress where the nature of the work and/or previous experience suggested that work-related stress may occur
    - Raise awareness and understanding of the nature and symptoms of stress through training
    - Use training to enable individuals to develop coping skills and resilience
    - Provide a confidential counselling service to all employees
- Provide a CPD and support programme that enables and encourages career development
- Monitor and review staff absence to help identify and manage whole school or Learning Trust patterns of ill health

## **Physical Wellbeing at Work**

The Learning Trust will:

- Develop and implement workplace policies and procedures to reflect statutory Health and Safety requirements (e.g. manual handling and office ergonomics)
- Ensure all facilities and equipment are clean, safe and well maintained
- Provide an appropriate working environment
- Support staff to lead a healthy lifestyle by providing facilities, activities, advice and guidance for
  - exercise,
  - stopping smoking,
  - drugs and alcohol
  - healthy eating
- Provide access to clean, safe drinking water and a healthy balanced menu at the catering outlets

## **Social Wellbeing at Work**

The Learning Trust will:

- Ensure staff are kept abreast of issues which may affect them through effective communication
- Encourage the development of a staff committee to
  - support and represent the views of staff
  - manage and organise opportunities for social interaction
  - care for and develop staff social spaces
- Promote teamwork and a sense of community

## **Financial Wellbeing at Work**

The Learning Trust will:

- Effectively communicate the full package of financial benefits (e.g. Childcare vouchers, Cycle to Work Scheme etc..)
- Embed a fair and equitable pay structure
- Support staff in their ambitions to develop the skills required for career development

## **Roles and responsibilities**

### **1. trustees**

The trustees of the Learning Trust will:

- Understand and monitor this this policy
- Support and role model a positive approach to staff health and wellbeing, particularly ensuring mental health conditions are treated in the same way as other ill health would be
- View their decisions through the lens of staff health and wellbeing
- Regularly monitor and evaluate the health and wellbeing policy and strategy as a Learning Trust priority
- Strive to develop and maintain professional working relationships and to defuse conflict and reduce any workplace tensions

### **2. Leadership team**

The Learning Trust senior leadership team, and middle managers will:

- Understand and implement this policy
- Support and role model a positive approach to staff health and wellbeing, particularly ensuring mental health conditions are treated in the same way as other ill health would be
- Integrate health and wellbeing into the school improvement priorities
- Provide support towards the implementation of health and wellbeing interventions
- Ensure line managers are aware that supporting employee health and wellbeing is a central part of their role
- Display positive leadership behaviours, with particular regard to communication
- Challenge and manage behaviours or actions that may adversely affect employee health and wellbeing
- Regularly seek staff views on health and wellbeing activities

- Strive to develop and maintain professional working relationships and to defuse conflict and reduce any workplace tensions

### **3. Staff**

The staff across the Learning Trust will:

- Understand and support this policy
- Support and role model a positive approach to staff health and wellbeing, particularly ensuring mental health conditions are treated in the same way as other ill health would be
- Contribute ideas to support any wellbeing improvements across the Learning Trust
- Support colleagues to improve their health and wellbeing
- Share health and wellbeing concerns with an appropriate manager at the earliest opportunity to enable supportive action to be taken quickly
- Strive to develop and maintain professional working relationships and to defuse conflict and reduce any workplace tensions