



Western Primary School Mental Health and Wellbeing Policy

Persons/body responsible for updating:	Equal Opps Success Group
Date approved and by whom:	July 2021 (HT)
Chair of Governors' signature	
Headteacher's signature	<i>Tim Sord</i>
Due for review:	July 2024
Status:	Non-Statutory
Required on website:	No

Our School Vision

At Western, we aim to develop kind, ambitious, curious, confident and successful young people who are excited about their futures.

Western Primary School
Staff Wellbeing Policy

1. Introduction

- 1.1 As the employer of staff at Western Primary School, the employer recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher and line managers. Throughout this document, reference is made to the responsibilities held by the Headteacher for operational purposes. Ultimate responsibility rests with the employer.
- 1.2 Western Primary School and Red Kite Learning Trust are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise student progress.
- 1.3 Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times.

2. Who This Policy Applies To:

- 2.1 This policy will apply to all employees working in Western Primary School.

3. Aims

3.1 This policy aims to:

- 3.1.1 Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.
- 3.1.2 Recognise the key role of the Headteacher/Senior Leaders/Line Managers for their responsibilities by enabling access to guidance, training and support.
- 3.1.3 Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- 3.1.4 Comply with all statutory requirements.
- 3.1.5 Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their trade union representatives on health and safety matters.
- 3.1.6 Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.
- 3.1.7 Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

4. Legislation

- 4.1 Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;
- Working Time Regulations;
- Employment Rights Act 1996;
- Employment Relations Act 1999.

5. Responsibilities

5.1 Red Kite Learning Trust HR Function shall:

- 5.1.1 Provide the necessary professional advice, support and training to the Employer/Governing Body and all Academy/School staff as and when required.
- 5.1.2 Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- 5.1.3 Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

5.2 Western Primary School shall:

- 5.2.1 Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems.
- 5.2.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.
- 5.2.3 Enlist the support of Red Kite Learning Trust's HR function and Occupational Health, when appropriate, and ensure staff are able to access this support.
- 5.2.4 Ensure that staff roles and responsibilities are clearly defined.
- 5.2.5 Ensure that all of Western Primary School's policies are assessed for workload impact.

5.3 The Headteacher shall:

- 5.3.1 Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, workplace unions and the Red Kite Learning Trust health and safety committee.
- 5.3.2 Foster a supportive work environment, operating in a fair and consistent manner.
- 5.3.3 Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- 5.3.4 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- 5.3.5 Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.

- 5.3.6 Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- 5.3.7 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- 5.3.8 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.3.9 Ensure that all staff have access to regular training sessions on health and wellbeing in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.
- 5.3.10 Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.
- 5.3.11 Demonstrate commitment, via systems and practices in place in Western Primary School, to employees maintaining a good work/life balance, and ensure that such practices are communicated to all staff.
- 5.3.12 Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

5.4 Senior Leaders/Line Managers shall:

- 5.4.1 Foster a supportive work environment, operating in a fair and consistent manner.
- 5.4.2 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- 5.4.3 Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.
- 5.4.4 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- 5.4.5 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.4.6 Attend regular training on health and wellbeing in schools.
- 5.4.7 Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.
- 5.4.8 Demonstrate commitment to staff by encouraging a good work/life balance.

5.5 Staff should:

- 5.5.1 Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line

manager or named individual.

5.5.2 Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.

5.5.3 Consider wellbeing support mechanisms offered by Western Primary School, e.g. counselling.

5.5.4 Consider attending training on health and wellbeing issues where they feel that this is appropriate.

5.5.5 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

6.3 Teacher Support Network

6.3.1 The Teacher Support Network is a group of independent charities and a social enterprise that provides practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. The Teacher Support Network provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition and how to manage stress. To access the free support line, staff can call [08000 562 561](tel:08000562561), or for more information go to <http://teachersupport.info/>