Staff Wellbeing Policy

Hillside Primary School

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The emotional and physical wellbeing of all staff is important to Hillside Primary School. At our school not only does every child matter but we also believe every person matters.

Overall Aims and Provision

The actions within this policy have 5 key aims:

- To minimise the harmful effects of stress.
- To provide effective support for all staff.
- To help each individual to achieve an appropriate work-life balance.
- To take a positive and understanding approach to the management of stress in line with current good practice.
- To respect confidentiality.

As a school, we promote work life balance. The school team are committed to ensuring that every member of staff takes breaks throughout the day. All Teaching Staff and some Support Staff receive at least 10% non-contact time for planning and preparation. In addition, Senior Leaders will have an extra half-a-day a week, some Subject Leaders will have an extra hour each week to fulfil their roles and all Teachers will get 0.5 of a day non-contact (attached to their statutory non-contact) to write their annual pupil reports. Teachers are only expected to meet once a week and meeting times are kept to no more than one hour, with time-in-lieu being regularly given when time is taken up for other meetings/events etc.

We seek opportunities to care for the staff through initiatives, meetings and appraisal review and robust policies/procedures are in place to prevent bullying, harassment and issues of personal safety.

We have a Wellbeing Team who, in addition to providing general support to staff on an ad-hoc basis, are responsible for undertaking regular staff wellbeing surveys, training and organising staff wellbeing events throughout the school year. We are a sociable staff and support each other through an active social calendar. Regular events involving staff from all areas of the school has helped us to develop cohesion and strength within the workforce. The school also contracts in Better Balance Education to support the Wellbeing Team.

Duty of Care

The main part of this policy is based around the Health and Safety Executive Management Standards. Each section responds to a standard and how the school carries out its duty of care.

<u>Demands</u>
The Standard states that *“Employees indicate that they are able to cope with the demands of their jobs and systems are in place locally to respond to any individual concerns”.*

At Hillside Primary School every member of staff is given adequate and achievable tasks which suit the agreed hours of work. Individuals have a job description which details the job demands and this is part of the recruitment procedure before agreed contracts are signed.

Appointments are made to match the skills of the person with the job and adjustments are made with the agreement of all. No member of staff will be expected to carry out duties which are beyond their capabilities unless these are agreed as a development strategy.

Concerns about the work environment and its impact upon an employee's ability to satisfactorily complete duties are shared with either a line manager or senior member of staff. Every attempt is made to rectify the issue.

Control

The Standard states that *"Employees indicate that they are able to have a say about the way they do their work and systems are in place locally to respond to any individual concerns".*

At Hillside Primary School every member of staff has a defined role which, due to the nature of a school, often has a fixed timescale for completion. Initiative is actively encouraged and as a school we welcome staff to be free thinkers and extend practice beyond the expected. Access to courses and training is through individual Appraisal reviews and through audits of subject needs. Other courses may be available but they are more closely related to budget availability.

As a school we are open to the changing face of employment structure and the relationship between home and work life. We make every effort to ensure that an employees working pattern suits their needs.

Support

The Standard states that *"Employees indicate that they receive adequate information and support from their colleagues and superiors and systems are in place locally to respond to any individual concerns".*

At Hillside Primary School we have an active support structure, which is generated from mutual respect. We have a Wellbeing Team which regularly meets to discuss any wellbeing issues and to support staff. A member of the SLT is always available to support staff and attempt to rectify situations. The school buys into the Norfolk Staff Support Line which provides a confidential counselling service for staff. Details can be found centrally in the staff room independent of the SLT. This service is confidential and appointments are made by individuals when they need support.

The school encourages staff to discuss work and provide each other with constructive feedback. We have also trained staff to recognise when a member of staff might require support with their mental wellbeing. Although we have formal observations (as part of the Appraisal Policy), the staff have agreed that informal observation and comment is still part of the school culture.

Hillside Primary is a supportive school and this is reflected in the Time off Work Policy. We also provide meeting/training dates and content (where possible), for the whole year in advance, so that staff are well prepared and have plenty of time to make any necessary arrangements e.g. child-care.

Relationships

The Standard states that *"Employees indicate that they are not subjected to unacceptable behaviours, e.g. bullying at work, and systems are in place locally to respond to any individual concerns".*

At Hillside Primary School we promote positive relationships within the staff and encourage everyone to report any incidents of bullying or unacceptable behaviour. This in turn will then be fully investigated by an appropriate member of the SLT and a governor, if required. Details of expected conduct and reporting mechanisms can be found in the Staff Code of Conduct and Whistleblowing Policies.

Role

The Standard states that *"Employees indicate that they understand their role and responsibilities and systems are in place locally to respond to any individual concerns".*

At Hillside Primary School we actively ensure that staff never have conflicting roles. This is achieved through our staff structure and careful planning of appointments. Upon appointment, staff have a job description which outlines the key roles and expectations of the job. New staff are provided with the Staff Code of Conduct to familiarise themselves with the schools' Induction procedures and an appropriate mentor is attached.

The staff mentor is generally either the Head, Deputy Headteacher or SENCo and they may or may not also be the line manager or appraisal review manager. Should there be any doubts about the role, or role expectations, the Headteacher should be consulted.

As a school, we have many influences which impact upon our working structure. This may result in short notice changes. During periods of role change, staff will be kept up-to-date through staff briefings and individual meetings.

Change

The Standard states that *"Employees indicate that the organisation engages them frequently when undergoing an organisational change and systems are in place locally to respond to any individual concerns".*

At Hillside Primary School we seek to involve all appropriate staff in consultations regarding change. We provide information as soon as possible and will call additional staff meetings if they if necessary. Staff are always aware that consultations are a means by which we gather views and are not always a mechanism for changing policy or decisions. When changes do take place, timescales will be published and details will be available showing the impact upon the working lives of the staff. Support will be provided during the process and outside support agencies will be signposted where applicable.

Monitoring & review, policy into practice

The Headteacher is ultimately responsible for the day-to-day wellbeing of the staff. The Headteacher and named Governor for wellbeing will work alongside the Wellbeing Team to regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. Any issues identified will be incorporated into the school's action planning.

Designated Governor: Emily Cleveland
Name/Signature of Headteacher: Simon Minter
Date: June 2025
Review date: June 2028