



# SHEBBEAR COLLEGE

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## STAFF WELLBEING POLICY

### **Whole School Policy**

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Reviewed and Updated: 1<sup>st</sup> September 2022 by F Lovett  
Reviewed by SLT: February 2023  
Next Review: February 2024

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### **Policy Review at Shebbear College**

**The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.**

## **Rationale**

At Shebbear College we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which the community work towards a shared vision.

We believe that it is essential that all staff feel part of a valued team, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

The purpose of this policy is to ensure that we embrace the many College practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

## **Aims**

We aim to ensure that our College:

- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- helps staff to manage their family and work responsibilities
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making
- takes account of equality implications.

## **Roles and responsibilities**

The senior leadership team (SLT), governing body and College staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all College relationships and where health and wellbeing are held central to College practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to College policy.

### **The governing body is responsible for:**

- monitoring the workload of the Head
- receiving any concerns from members of staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- reviewing this policy in conjunction with the Head
- considering how its own members are treated and valued
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- operating a sensitive performance management policy
- ensuring that other College policies and procedures take account of staff wellbeing
- overseeing that change management is operated in a fair and reasonable way.

## **The Head is responsible for:**

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and providing a range of strategies for involving staff in College decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- acting as gatekeeper and prioritising reforms and innovations
- ensuring that staff are equipped with the right training to do the job confidently
- ensuring that staff feel valued and that time is set aside for them
- providing meeting guidelines that are agreed upon and followed
- planning the year's timetable considerately bearing in mind staff commitments
- providing a set budget for staff facilities, environment and welfare
- including in professional development meetings opportunity for staff to discuss their aspirations and career intentions
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- ensuring accessibility and the accessibility of SLT to members of staff
- ensuring that there are effective methods of communication
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- ensuring that a mentor system operates within the College and especially for each new members of staff and that the staff induction process is put into place
- conducting risk assessments for work-related stress
- relevant time protected for staff such as PPA, staff meeting time for reports etc.

The Head implements these responsibilities with the support of appropriate staff such as the Deputy Heads, senior leaders and pastoral staff and who all strive to be positive role models through their own practice.

## **Members of staff are responsible for:**

- treating one another with empathy, respect and kindness
- taking care of their own health and safety at work and communicating with key staff where they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff in the College and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of College life where possible to build morale and effective team spirit

- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.

### **Examples of good practice may include:**

- providing lunch and refreshments in Inset training
- setting up a communications protocol to mitigate email overload
- reviewing practice around marking and feedback with a consideration for staff workload
- holding designated health and wellbeing days
- celebrating staff achievements
- providing pastoral services – drop-ins and confidential sessions
- creative spaces for staff to be able to meet, relax and work quietly
- making refreshments available to staff
- providing creative opportunities for building morale and promoting wellbeing (e.g. croissant mornings, cake/fruit days, shared lunches).

### **Support in specific circumstances**

Members of staff who are struggling will be issued with a Wellbeing Ready Reckoner. This is a questionnaire used by College management as the starting point for a stress risk assessment. The findings will give an indication of general levels of stress.

Those staff whose scores suggest elevated degrees of stress/poor mental health will be asked to complete a Wellness Action Plan (WAP). A WAP reminds staff what they need to do to stay well at work and details of what line managers can do to better support them. It also helps develop an awareness of their working style, stress triggers and responses, and enables those to be communicated to their line manager.

The College will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the College will continue to support them even when external services are involved.

Staff are encouraged to arrange medical appointments outside of College hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside the College. This could be through providing staff with leave for special events and celebrations, or time off to deal with specific family circumstances or crisis.