



AYLESFORD SCHOOL
WARWICK

STAFF WELLBEING INCENTIVES

PRIMARY | SECONDARY | SIXTH FORM

Headteacher: Tim Hodgson

 Tapping Way, Warwick, Warwickshire CV34 6XR  01926 747100  office@aylesfordschool.org.uk

www.aylesfordschool.org.uk

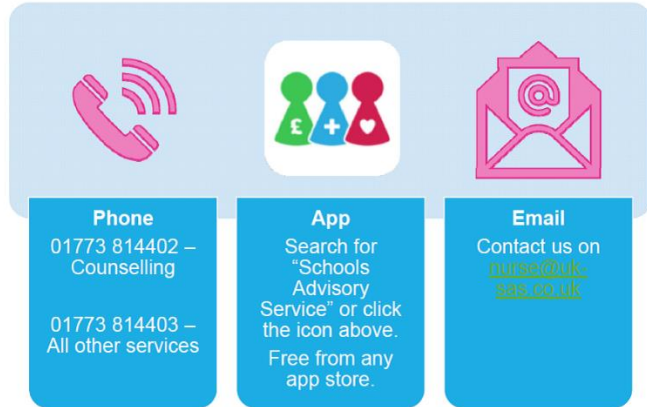
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Staff Wellbeing Incentives

5.1 SAS Wellbeing Support

Aylesford School subscribe to the Schools Advisory Service staff-wellbeing package which offers a full range of well-being services. All employed members of staff have access to the facilities covered within this support package. Below is a non-exhaustive list of services that are accessible by the following methods.



Services available via Schools Advisory Service

- **Physiotherapy**
 - Telephone referrals
 - Personalised exercise programmes
- **GP Helpline**
 - Experienced NHS GPs.
 - 24 hours a day, 365 days a year.
 - Unlimited access.
 - No time limits on calls.
 - For individual and members of their household.
 - There are charges where prescriptions are issued.
 - Call 0330 043 5292 to access. Have school name and postcode available
- **Counselling**
 - Initial phone assessment for phone therapy delivery
- **Weight Management**
 - In partnership with Slimming World
 - Access to 12 weeks membership
- **Nurse support line for any Issue**
 - In-house nurse led service.
 - Experienced qualified nurses, with a variety of experience.
 - If appropriate assist the individual to access SAS services including complementary therapy.
 - Signposting to recognised organisations who may be able to offer further assistance.
- **Mindfulness**
 - Access to mindfulness recordings, live group and one to one sessions
- **Maternity Webinars**
 - Maternity Monday service involves three, hour-long sessions;
 - *Pre-leave* – attend during the half term before your maternity leave starts.
 - *During leave* – attend during your maternity leave to prepare for your return to school.
 - *Post-leave* – attend following your return to work as a working parent.
 - Available for anyone becoming a parent or guardian, either through birth or adoption/fostering, and also for the non-pregnant parent.



- **SAS Gym**
 - Fitness programs and challenges are provided via gym app.
 - Monitor, progress and track improvements.
- **Manspace**
 - Support for Mens physical and mental health
- **Feeling Good App**
- **Complementary Therapy for Cancer support**

5.2 Warwickshire Wellbeing Services

Aylesford School also subscribe to the Warwickshire staff-wellbeing package which offers a range of well-being services via Vita Health group. All employed members of staff have access to the facilities covered within this support package. Below is a non-exhaustive list of services that are accessible by the following methods.

Call the Management
Support line FREE
Monday-Friday 8am - 6pm
0800 111 6385



How can my team access the EAP?

Go to online at www.my-eap.com
EAP log in code:

WORKPLACEWELLNESS

Call **0800 111 6387**

Support for employees – delivered through Vita Health Group;

- A 24/7, 365 days access to a confidential telephone helpline for practical and emotional support provided by a qualified advisor who will offer information, advice, support, and signposting;
- The helpline also gives practical advice and signposting on financial wellbeing e.g. debt and legal issues;
- The expert advice gives proactive, early access and intervention before issues get complex or to a point of crisis or ill health;
- All staff can access this service directly and confidentially without manager involvement;
- Manager referrals can also be made to support an employee, if appropriate;
- Emotional support and assessment will be provided during the telephone call to determine the appropriate solution
- 24/7, 365-day unlimited access to the informative and interactive website, which gives information on a wide range of topics including work/career, relationships/family, money management & debt and health and wellbeing.
- The service is entirely confidential and no information which could lead to employee identification will be released without their consent.

Support for managers - delivered through Vita Health Group;

- The service offers a dedicated, managers support helpline, available 9.00 am – 6.00 pm during the working week which offers emotional support in managing difficult or complex staff situations.
- The website also includes a specific management support area;
- There is also a facility available for a manager to request a day 1 intervention for a stress related absence



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5.3 Occupational Health

Aylesford School subscribes to Occupational Health Services via Smartclinic. Smartclinic offer expert advice and assessments on fitness to work to support employees in their return to work after a period of absence. Expert advice and assessments are sometimes used to ensure the physical and mental wellbeing of our employees in line with our absence policy.

5.4 Chase Meadow Optician Service

Aylesford School will contribute towards the cost of glasses for employees who require glasses for VDU use. If new glasses for VDU use are required as a result of the eye test then the school will pay 20% of the fee, Chase Meadow Optician will pay 20% with the remaining 60% to be paid by the employee. This offer extends pairs of glasses totalling up to £300.

Staff procedure

If an employee feels they require an eye test they should:

1. Ascertain if they are a DSE user (see 9. Definitions), if not they can ask for an assessment.
2. DSE users will be automatically be approved for the scheme. The assessment is made by Operations/SLT Staff and a decision is made as to whether they fit the requirements.
3. If the employee fits the requirements of a DSE user, the school will refer the employee to the Chase Meadow Opticians for an eye test; who will invoice the school on completion.
4. Referrals must be made by the Director of Operations, Operations Officer or Senior Site & Compliance Officer; the Opticians will not pay for the eye test of an employee without a referral from the school.
5. Should glasses be needed for DSE work as a result of this eye test, the school will contribute 20% of the total cost of the glasses, up to a maximum order price of £300. The Opticians have agreed to match the school's 20% contribution. These glasses must be rated for VDU use and used in school. Additional pairs or specialist lenses unless required medically will not be authorised.
6. If employees choose frames that cost more than £300, the additional cost must be paid by the employee.
7. An employee may request an eye test every two years unless it is required medically or stipulated by a DSE assessment.

5.5 Family Friendly Policy

Aylesford School have a family friendly policy to outline the benefits and expectations of family friendly working. The policy is designed to help answer any questions that employees may have.

The policy and procedure explains:

- The entitlements and benefits for pregnant Employees and new mothers
- The requirements and procedures Employees will need to comply with in order to obtain maternity/paternity benefits
- The requirements and procedures Employees will need to follow to make a request for Flexible Working

Please refer to the policy for full details.

6. Definitions

Work Related Stress

This policy accepts the Health and Safety Executive definition of work related stress as “the adverse reaction a person has to excessive pressure or other types of demand placed on them”. The school acknowledges that there is an important distinction between ‘reasonable pressures’ which stimulate and motivate and ‘stress’ where an individual feels that they are unable to cope with excessive pressures or demands placed upon them.

The school acknowledges the Health and Safety Executives Management Standards that cover the primary sources of stress at work, if they are not properly managed they are associated with poor health and wellbeing, lower productivity and increased sickness absence.

The standards are:

- **Demands** – Workload, work patterns and anything within the work environment that adds to the demands that staff face, including deadlines, student behaviour and parents.
- **Control** – How much say a staff member has in what they do and how they are able to do their work
- **Support** – Including the sponsorship and resources provided by the school, and encouragement of leaders, line managers and colleagues.
- **Relationships** – Including how positive working behaviours are promoted to avoid conflict and effectively dealing with unacceptable behaviour.
- **Role** – Including the extent to which staff understand their role within the school, how this fits with that of their department or function and the aims of the school and whether leaders ensure they do not have conflicting roles.
- **Change** – Includes how well organisational change (large or small) is managed and communicated within the school.

DSE Users

The HSE defines a DSE user as:

“...workers who use DSE daily, for continuous periods of an hour or more”

At Aylesford School we designate the following as DSE users:

- All office and reception staff
- Finance Staff
- Operations staff including IT but excluding site operatives
- All members of SLT and Heads of Year
- Other members of staff will be considered following a DSE Assessment and evidence that they are using display equipment for an extended period daily on a regular basis

7. Links to other policies

This policy is linked to our:

- Health and Safety Policy
- Appraisal Policies (Teaching & Support)
- Behaviour Policy
- Staff code of conduct
- Family Friendly Policy
- Staff absence Policy
- Capability Policy
- Cover, PPA & Directed Time Policy
- Safer Recruitment Policy