



# Wellbeing Policy

<b>School:</b>	Golborne High School
<b>Date Adopted by Governing Body:</b>	22 <sup>nd</sup> June 2022
<b>Latest readopted:</b>	
<b>Signed (Chair):</b>	Margaret Byrne
<b>Signed (Headteacher):</b>	Alison Gormally

## **Staff wellbeing pledge:**

Golborne High School wants to ensure that staff are supported and encouraged to develop personally and professionally. Golborne High School recognises its responsibility for the health, safety and welfare of its employees, and understands that wellbeing and performance are linked. We recognise that staff are our most important resource and we seek to value our staff through personal and professional support, involvement in school decisions and access to professional development. We are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with dignity, and can work at their optimum level. As part of our commitment to support staff wellbeing, we have registered with the DFE for the Education Staff Wellbeing Charter.

This policy recognises that there are many sources of work-related stress and that stress can result from the actions or behaviours of managers, employees or students.

We are committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress within a “no-blame” environment.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

This policy applies to all employees working in Golborne High School and will be reviewed appropriately.

## **Policy Aims:**

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees’ stress levels, mental and physical health.
- 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.
- To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed.
- To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- To comply with all statutory requirements.
- To respond sensitively to external pressures which affect the lives of staff members.

- To provide staff with training to deal positively with stressful incidents and provide them with a sense of confidence to deal with emergencies via training.
- To improve staff development, co-operation and teamwork by creating effective leaders.
- To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

### **Managing specific wellbeing issues:**

- reassessing their workload and deciding what tasks to prioritise
- temporarily relieving of some duties
- giving staff time off to deal with a personal crisis and allocating key staff that can authorise immediate absence
- arranging external support, such as counselling or occupational health services
- staff supervision should be available for all staff members through line management
- PPA time and non-contact time can be taken off site for personal planning and appointments to maintain and improve work/life balance
- completing a risk assessment and following through with any actions identified
- phased return/altered hours after absence
- management and reviewing of workload need to be continually monitored by the work-load committee
- key deadlines need to be compiled on to one master document and given 5 working days prior to completion so that work can be managed and prioritised
- praise and recognition for staff successes in departments to senior leaders
- Health Care Plans to be completed as part of staff induction
- Flexible working policy for all staff
- Site Team, ICT Team, Finance Team working full year can take holidays in term time
- Staff allowed time to participate in their external interests

### **Staff workload and well-being: things we do**

#### **Teaching and learning, planning and curriculum:**

- 1.) We trust teachers to decide the best approaches for their pupils.
- 2.) Teaching and learning policy is co-designed with subject specialists and curriculum leaders because they know what works best for different subjects.
- 3.) Differentiation does not mean doing lots of different things. It just means everyone working towards the same learning goal with some additional support where required.
- 4.) A shared language of teaching and learning means we can more effectively develop ourselves and each other.
- 5.) We strive to minimise the amount of cover lessons given to members of teaching staff and support staff.
- 6.) A culture where pupils are positive and passionate about their educational journey.

- 7.) We do not send out texts/emails, etc. to colleagues after 7pm or before 7am as a matter of course, or during school holidays. We believe in 'The Right to Switch Off' mantra. We Staff are allowed to contact their line managers/ team leaders, in an emergency
- 8.) Timetabled DD time during the day on a weekly basis.
- 9.) Trinity TSH for staff access to latest CPD.
- 10.) Laptop for staff if required.
- 11.) ECT / new staff residential
- 12.) ECT / ITT celebration events.
- 13.) Curriculum Leaders away day.
- 14.) Calendar consultation in Spring Term for Autumn Term
- 15.) Staff uniforms provided for all support staff.

## **Work life balance**

Good practice to promote staff wellbeing

### **Social Events:**

- Use the staff well-being committee to organise at least one social event every term (off premises).
- Christmas and summer staff events to be organised by the staff well-being team
- There are no prizes for looking busy or staying late - work in a way that suits you and make sure you make time for yourself and your family.
- Staff breakfasts on a Half-Termly basis

### **Incentives:**

- Golden Ticket....
- Attendance Draw
- Celebration of staff successes / personal achievements / recognition of birthdays and special occasions.
- Communication through Staff briefings
- Use of a staff wellbeing survey bi-annually and staff workload meeting with Chair of Governors to encourage participation, feedback and development of policy and practice
- Regular praise through Staff Star of the Week
- Departmental staff wellbeing representatives to organise social events and team building activities
- Staff wellbeing & workload meetings held on a half termly basis
- Faculty cup competition and prize
- End of term barbecue
- Easter eggs
- Christmas quiz
- Governor thanks
- We fund accredited CPD courses – NPQs etc

- Staff support for mental health and wellbeing from Inclusion Team
- Parcel drop
- Free Flu vaccinations
- EAP scheme