Staff Health and Wellbeing Policy

The state of being comfortable, healthy and happy affects how we feel and function on a personal and social level and how we evaluate our lives as a whole. Being comfortable healthy and happy gives us all a sense of purpose as a human being.

Author/Owner	Lorraine Burton, Personnel Manager
Version Number	Version 4
Date Approved/Reviewed	November 2023
Date of Next Review	September 2024
Approved By	Finance and Operations Committee

Policy Category	1	Academy to implement without amendment
	2	Academy specific appendices
(Please Indicate)	3	Academy personalisation required (in highlighted fields)

Contents

Version control

Version	Revision Date	Revised by	Section Revised
V4	October 2023	L Burton	References made to most up to date and latest policies: • Staff Pay policy • Performance Management Policy • Performance Management Policy • People Strategy • Freedom of Information and General Data Protection policy • Safeguarding and Child Protection Policy • Leave of absence policy for Staff • Flexible working policy

Staff Health and Wellbeing Policy Statement

Introduction

Exceed Learning Partnership has developed a Staff Health and Wellbeing Policy to manage its obligations to maintain the mental health and wellbeing of all staff. It covers the Trust's commitment to staff health, the responsibilities of Managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health, and the Trust's commitment to handling individual issues. The Trust is committed to providing a healthy working environment and improving the quality of working lives for all staff.

The chartered Institute of Personal Development (CIPD) define wellbeing as:

'Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation'

At Exceed Learning Partnership, we believe:

- ❖ That creative collaboration between Academy's delivers sustainable impact for all learners and Academy's.
- ❖ Academy's that work with other Academy's draw upon a wide range of knowledge and experience in the implementation of highly effective Academy-to-Academy improvement strategies.
- ❖ Academy's working with other Academy's can develop future leadership potential and support the retention of staff
- ❖ Academy to Academy support provides opportunities for Academy's to reflect and evaluate teaching & learning which inevitably has an impact on the outcomes for the children in all organisations.
- ❖ No matter how 'good' one Academy or how 'in need of development' another may be, it is impossible to visit any Academy without picking up some interesting strategies that can be shared across the Trust.
- ❖ Creating a strong sense of support as a Trust wide staff team can help improve wellbeing for all
- ❖ That a supportive and caring ethos , where each individual is valued is the basis for our aspiration for all staff
- ❖ That our values - Inspire, Include, Integrity, Exceed are the driving force in all that we do for all stakeholders within our Trust.

The health and Health and Wellbeing policy aims to support these core values and recognises that the Employees of the Trust are its greatest asset. All members of staff are entitled to be treated fairly and professionally at all times. Exceed Learning Partnership and the Local Governing Boards in our Academies take very seriously the duty of care as an employer and a number of other policies and procedures support us in relation to this duty.

These include:

- ❖ Staff Code of Conduct
- ❖ Managing Attendance at Work Policy
- ❖ Staff Stress Management policy
- ❖ Health and Safety policy

5

- ❖ Equalities Policy Statement
- ❖ Staff Induction policy
- ❖ Grievance Policy
- ❖ Whistleblowing Policy

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- ❖ Staff Pay policy
- ❖ Performance Management Policy
- ❖ Performance Management Policy
- ❖ People Strategy
- ❖ Freedom of Information and General Data Protection policy
- ❖ Safeguarding and Child Protection Policy
- ❖ Leave of absence policy for Staff
- ❖ Flexible working policy

Through the integration of health and wellbeing in all work activities and practices, a positive environment is created that is compatible with promoting staff engagement, performance and achievement. Working in partnership with all areas of the Trust with a common interest in promoting a culture of wellbeing is key to the success of this strategy.

The ultimate goal of our policy is to improve the health, safety and wellbeing of our Staff and to prevent work related ill health, for the overall benefit of Staff and the organisation. This encompasses the physical, mental and social health of Staff and recognises that employee's values, personal development and work within the Trust contribute to their overall wellbeing at work.

This policy document aims to bring together all initiatives already in place within the Trust for supporting and maximising the health and wellbeing of staff. Through the coordination of current wellbeing activities and policies and the identification of further opportunities throughout the Trust we will consolidate existing work and achieve additional progress.

Context
The time individuals spend at work emphasises the importance of promoting health and wellbeing in the workplace. Investing in staff wellbeing can have positive outcomes for staff, the Trust, our Academies and most importantly the children in our care. Studies have shown that there is a relationship between the psychological wellbeing of Staff and positive organisational outcomes, such as reduced levels of sickness absence as well as enhanced productivity and performance.

The Health and Wellbeing Policy is informed by a number of related strategies and guidance, as well as a number of legal requirements, including the Trust's duty of care for its Staff.

Vision
This Health and Wellbeing strategy is designed to ensure that:

- ❖ The Trust provides clear leadership and management in relation to wellbeing
- ❖ There is optimal engagement and collaboration of all stakeholders and effective partnerships across our academies
- ❖ An environment and culture where all staff are involved in the identification and promotion of ideas and suggestions through staff voice and forums

- ❖ Clear systems are in place to ensure that all staff know what is happening and how they can contribute to the shared development of the culture for supporting employee health and wellbeing
- ❖ An environment that recognises skills and encourages personal development
- ❖ Support is provided for people with manageable health problems or disabilities to maintain access to or regain work
- ❖ Best use is made of the resources available to optimise delivery of the strategy
- ❖ Actions lead to long term, sustainable improvements in the health and wellbeing of our Staff

Aims and objectives

The Trust aims to represent a commitment to an integrated approach to staff wellbeing that provides:

- ❖ A sense of belonging
- ❖ A positive health and safety culture through regular communication and consultation with staff and their trade union representatives on health and safety matters
- ❖ An environment and culture based on shared values and trust 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
- ❖ A workplace which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively in ways that are integrated into day to day practices
- ❖ A commitment from Directors, Trust Central Team members, Local Governing Boards, Principals and Senior Leaders to their role in enabling access to guidance, training and support
- ❖ Encouragement to staff, as individuals to accept responsibility for their own mental, physical and emotional wellbeing
- ❖ Compliance to all statutory requirements
- ❖ An environment that recognises skills and encourages personal development

These objectives are to bring together all those with a role to play in relation to the health and wellbeing of all Staff at Exceed Learning Partnership. By bringing these together, we will:

- ❖ Oversee the implementation of the wellbeing policy
- ❖ Raise awareness of current initiatives and their connection to health and wellbeing
- ❖ Help to develop specific outcome measures designed to monitor progress and success
- ❖ Ensure wellbeing is considered equitably throughout the Trust and that all staff feel that their health and wellbeing is a priority
- ❖ Consider how initiatives, developed in response to the identified outcomes, might be developed and funded

In support of these aims and objectives and within the resources available, Directors of the Trust will support this policy and work with existing internal influences including:

- ❖ Policies and strategies for Human Resources management
- ❖ Health and safety policies and principles
- ❖ A range of stakeholders including Directors, Trust Central Team, Principals, Teachers and Support Staff in all areas and, where required Parents, Carers and our Pupils
- ❖ Trade Union engagement

Legislation

Pieces of Legislation that are considered when promoting positive mental, physical and emotional wellbeing include 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

Responsibilities

Trust HR advisors are responsible for:

- ❖ Providing the necessary professional advice, support and training to the Governing Board and all Academy staff as and when required.
- ❖ Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- ❖ Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

Exceed Learning Partnership Trust will:

- ❖ Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems. This will include consideration of organisation of work; health risk assessment where appropriate; early recognition for Staff with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.
- ❖ Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where Staff feel comfortable in asking for help.
- ❖ Act early and provide consistent support.
- ❖ Enlist the support of HR and Occupational Health, when appropriate, and ensure Staff are able to access this support.
- ❖ Ensure that staff roles and responsibilities are clearly defined.
- ❖ Ensure that all Exceed Learning Partnership policies are assessed for workload impact.
- ❖ Take into account the equality implications of any policies introduced and monitor on a regular basis.
- ❖ Provide opportunities for Staff to participate in annual health checks, should they so desire.
- ❖ Ensure the policy is monitored, evaluated and reviewed on an annual basis in the light of changing needs and legislative frameworks.

The Principal shall:

- ❖ Lead in setting standards for conduct, including how they treat other members of staff
- ❖ Recognise the value of good management practice with systems in place to effectively manage Staff and encourage a partnership approach with staff and workplace unions.
- ❖ Foster a supportive work environment, operating in a fair and consistent manner.
- ❖ Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- ❖ Ensure staff have access to time with qualified Mental Health First Aiders if required
- ❖ 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.
- ❖ Understand the differing needs of Staff, at different points and events during their life cycles, and offer support accordingly. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.

8

- ❖ Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- ❖ Ensure that the return-to-work procedures are followed in the workplace and is supportive of Staff both while absent and upon return to work.
- ❖ Carry out a risk assessment, where necessary, and especially when concerns have been raised
- ❖ Ensure that all Staff have access to training sessions on health and wellbeing in Academys, 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.
- ❖ Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.
- ❖ Demonstrate commitment, via systems and practices in place to Staff to maintaining a good work/life balance, and ensure that such practices are promoted to all Staff.
- ❖ 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.
- ❖ In consultation with the Trust, conduct surveys of employee health and wellbeing, share and act upon results.

Senior Leaders/Line Managers shall:

- ❖ Foster a supportive work environment, operating in a fair and consistent manner.
- ❖ 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.
- ❖ Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.
- ❖ Ensure that the return-to-work procedures are followed in the workplace and is supportive of staff both while absent and upon return to work.
- ❖ Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- ❖ Attend regular training on health and wellbeing in Academys.
- ❖ 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.
- ❖ Demonstrate commitment to staff by encouraging a good work/life balance.

Health and Wellbeing Champions will:

- ❖ Be available at set times of the week to be available for staff to approach
- ❖ Take an active role in promoting activities and events
- ❖ Encourage colleagues to access relevant health and wellbeing opportunities
- ❖ Share best practice and stories of success
- ❖ Signpost colleagues to relevant resources and services
- ❖ Role model and promote a healthy culture within the Academy
- ❖ Be part of the Trust Wider Wellbeing team for sharing good practice and success throughout the Trust
- ❖ Manage and promote the academy specific annual action plan which supports staff health and wellbeing
- ❖ Promote the achievements of Academy specific charters and awards for example Healthy Academys awards, Academys mental Health awards, Domestic abuse charter, Education staff wellbeing charter

Staff should:

- ❖ Seek support or help when they think they are experiencing a problem
- ❖ Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.
- ❖ Consider wellbeing support mechanisms offered by Exceed Learning Partnership e.g. counselling.
- ❖ Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- ❖ Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

Support Mechanisms

Counselling

Counselling can be provided where appropriate through Occupational Health at Doncaster Council or through Academys Advisory Service. This will be a confidential, independent service using professionally qualified counsellors.

Staff can access the Counselling Service through a referral to Occupational Health via the Line Manager or through self-referral by calling the Occupational Health service directly

Mediation

In addition to the Counselling Service there is also a mediation service in order to assist Staff to return to normal working relationships. Where this service is appropriate it will be discussed with the Staff affected by the situation.

Teacher Support Network

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, or for more information go to http://teachersupport.info/

Occupational Health

The Academy has access to Doncaster Council's Occupational Health provider. This will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This service also provides an opportunity for managers to discuss any health condition and get feedback about managing or improving a condition to help an employee to carry out their duties or return to work. The information given to staff or line managers is entirely confidential.

Trade Unions

Some of the Trade Unions can provide access to various support services for their subscribing members. Staff should contact their individual union representative for details.

Next steps

To achieve success, Exceed Learning Partnership commits to providing leadership and promoting collaboration on issues that have an impact on the health and wellbeing of our Staff through the Trust and Academy Action plans.

To drive this policy and action plans forward leadership recognition and support must be gained so that a culture that promotes wellbeing and a positive work life balance can be established.

Work already exists in the following key areas:

- ❖ Improving working lives through employment policies such as flexible working. Absence management and dignity at work
- ❖ Creating a safe place to work through health and safety policies and initiatives
- ❖ Supporting Staff to return to work following absence through occupational health referral and advice
- ❖ Termly staff forums to discuss issues that may be affecting staff health and wellbeing
- ❖ A programme of network meetings which encourage staff to engage and support each other to create constructive and effective working relationships across the Trust
- ❖ The production of annual calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- ❖ A programme of events and activities to support staff wellbeing in our academies
- ❖ Staff shout outs to recognise and celebrate success and great contribution
- ❖ A comprehensive programme of wellbeing training is available to all staff within the Trust and Academies and identified within the action plan
- ❖ Personal support for staff through employee support services

How will we measure our success?

As a Trust we will utilise data, feedback and performance to measure our success. Data will be captured termly as part of our performance indicators within academies and measured against success criteria on an annual basis.

Data we will capture on a termly basis will include the following:

- ❖ Colleague Absences
- ❖ Colleague Turnover and Retention
- ❖ Flexible working requests
- ❖ Review of the Trust and Academy Wellbeing Action plans
- ❖ Introduction of new wellbeing initiatives and
- ❖ Review of impact of staff training
- ❖ Reviewing relevant data, including stress, support services, referrals etc.
- ❖ Achievement of accreditation awards

We will also undertake Colleague surveys on an annual basis which alongside the data will act as a key indicator of organisational wellbeing. We will then be able to review data year on year, set targets and areas of focus as part of our People Strategy.

The Executive Team within the Annual Report will detail the Trust Performance.

Communication

All employees will be made aware of the Health and Wellbeing Policy and the resources that are available to them. Reference to the Health and Wellbeing policy will be included in the Staff Handbook and will be part of the staff induction pack for all new employees to Exceed Learning partnership.

To ensure it stays relevant, this strategy document will be reviewed annually.

Policy Reviewed November 2023

Signed CEO   *B.A. Nixon*

Signed Chair of Directors

Next Annual review date   September 2024

Appendix 1

Useful Websites/contacts

Occupational Health @ Doncaster Council 01302 737045

for employee and line manager advice on all health matters and referral for support

Academys Advisory Service 01773814400 www.SAS.co.uk

Academys staff absence insurers offer a wide variety of employee support including counselling, access to medical appointments and consultations and practical support with coping strategies to improve health and wellbeing

Acas www.acas.org.uk

Information on stress, and employer and employee rights, in the workplace

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

Fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism.

Carers UK www.carersuk.org

The voice of carers

CBI www.cbi.org.uk

Guidance to businesses on managing stress at work

Department of Health www.gov.uk/government/organisation/department-of-health

Information on dealing with stress and mental health problems, including the use of Cognitive Behavioral Therapy (CBT)

Dignity at Work Partnership www.dignityatwork.org

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission www.equalityhumanrights.com

The commission is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

Gingerbread www.gingerbread.org.uk

Gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales.

HSE http://www.hse.gov.uk/stress/standards/

Information on the stress management standards

Local Government Employers www.local.gov.uk

Guidance for all councils on stress prevention and management

Mindful Employer www.mindfulemployer.net

Information and guidance on managing stress and mental health in the workplace

NASUWT www.nasuwt.org.uk

Information on a whole range of issues related to stress and wellbeing

NHS 111 http://www.nhs.uk/111

National Health Service advice and guidance on health matters

Princess Royal Trust for Carers http://www.carers.org

Here to improve carers' lives by fighting for equality and recognition for carers.

Relate http://www.relate.org.uk

UK's largest provider of relationship counselling and sex therapy.

Samaritans http://www.samaritans.org

Offers confidential, non-judgmental support to individuals.

Teacher Support Network

http://teachersupport.info

Work Life Balance Centre http://www.worklifebalancecentre.org

Exists to help people restore control over their workload and working lives we enable them to cut down overworking and so make new decisions about how they spend their time.

World Health Organisation http://www.who.int/occupational_health/publications/en/oehstress.pdf
Publication on work organisation and stress