



QUEEN ELIZABETH'S SCHOOL (WIMBORNE MINSTER)

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# ***Health and Wellbeing Policy***

Title of Policy	Health and Wellbeing
Policy Type	Discretionary
Review Cycle	Bi-Annual
Policy prepared by	Katie Boyes, Head of School
Committee responsible	Personnel
Date of review by committee	New Policy for 9 <sup>th</sup> July 2018
Date of approval or submission to FGB	17 <sup>th</sup> July 2018
Next Review	Summer 2020

## **1. Introduction**

- 1.1 As the employer of staff in Queen Elizabeth's School the Governing Body recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher and line managers in Queen Elizabeth's School Throughout this document, reference is made to the responsibilities held by Headteacher for operational purposes. Ultimate responsibility rests with the Governing Body.
- 1.2 Queen Elizabeth's School and the Governing Body of Queen Elizabeth's School are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise student progress.
- 1.3 Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Governing Body of Queen Elizabeth's School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Attendance and Absence Management Policy;
- Stress Management Policy;
- Health and Safety Policy;
- Equality Policy;
- Anti-Bullying Policy/Procedure;
- Harassment Procedure;
- Grievance Procedure;
- Whistleblowing Procedure.

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

- Pay Policy for Teaching and Support Staff
- Behaviour Policy;
- Safeguarding Children;
- Family Friendly Policy

All policies are published in the staff handbook.

- 1.4 The Employer/Governing Body recognises the importance of workplace unions in promoting and maintaining a positive health and wellbeing environment.

## **2. Who This Policy Applies To**

- 2.1 This policy will apply to all employees working in Queen Elizabeth's School

### **3. Aims**

3.1 This policy aims to:

- 3.1.1 Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.
- 3.1.2 Recognise the key role of the Principal/Headteacher/Senior Leaders/Line Managers for their responsibilities by enabling access to guidance, training and support.
- 3.1.3 Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- 3.1.4 Comply with all statutory requirements.
- 3.1.5 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.
- 3.1.6 Develop an open culture 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.
- 3.1.7 Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.
- 3.1.8 Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

### **4. Legislation**

4.1 Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, 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.

### **5. Responsibilities**

5.1 **HR shall:**

- 5.1.1 Provide the necessary professional advice, support and training to the Employer/Governing Body and all Academy/School staff as and when required.
- 5.1.2 Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- 5.1.3 Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

## **5.2 The Employer/Governing Body shall:**

- 5.2.1 Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which 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.
- 5.2.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.
- 5.2.3 Act early and provide consistent support.
- 5.2.4 Enlist the support of Queen Elizabeth's School's HR function and Occupational Health, when appropriate, and ensure staff are able to access this support.
- 5.2.5 Ensure that staff roles and responsibilities are clearly defined.
- 5.2.6 Attend regular training on health and wellbeing in schools.
- 5.2.7 Ensure that all of Queen Elizabeth's School policies are assessed for workload impact.
- 5.2.8 Take into account the equality implications of any policies introduced and monitor on a regular basis.
- 5.2.9 Develop a wellbeing strategy and action plan, in consultation with the workplace unions and wellbeing group, to include a provision of benefits offered to staff.
- 5.2.10 Ensure the policy is monitored, evaluated and reviewed with the recognised workplace unions on an annual basis, in the light of changing needs and legislative frameworks.

## **5.3 The Principal/Headteacher shall:**

- 5.3.1 Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, workplace unions and the Queen Elizabeth's School health and safety committee.
- 5.3.2 Foster a supportive work environment, operating in a fair and consistent manner.
- 5.3.3 Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- 5.3.4 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.
- 5.3.5 Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.
- 5.3.6 Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.

- 5.3.7 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work..
- 5.3.8 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.3.9 Ensure that all staff have access to regular training sessions linked to health and wellbeing in schools.
- 5.3.10 Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.
- 5.3.11 Demonstrate commitment, via systems and practices in place in Queen Elizabeth's School to employees maintaining a good work/life balance, and ensure that such practices are communicated to all staff.
- 5.3.12 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.
- 5.3.13 In consultation with the workplace unions, conduct an annual survey of staff, including a section on health and wellbeing, and share and act upon results.

#### **5.4 Senior Leaders/Line Managers shall:**

- 5.4.1 Foster a supportive work environment through an open door policy and by operating in a fair and consistent manner.
- 5.4.2 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.
- 5.4.3 Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.
- 5.4.4 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- 5.4.5 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.4.6 Attend regular training on health and wellbeing in schools.
- 5.4.7 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.
- 5.4.8 Demonstrate commitment to staff by encouraging a good work/life balance.

#### **5.5 The Wellbeing Group shall;**

- 5.5.1 Ensure that staff are aware of their involvement within the wellbeing group

- 5.5.2 Determine a wellbeing policy, programme and yearly calendar
- 5.5.3 Act as the main focus group for consulting on the effectiveness of the well-being policy
- 5.5.4 Develop staff questionnaires in relation to well-being and work-related stress and present key findings
- 5.5.5 Monitor the implementation of a wellbeing programme and policy
- 5.5.6 Review the wellbeing policy and programme regularly
- 5.5.7 Work with local organisations and the wider school community to provide a variety of wellbeing services to school staff
- 5.5.8 Champion wellbeing across the school and wider community

## **5.5 Staff should:**

- 5.5.1 Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager or named individual.
- 5.5.2 Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.
- 5.5.3 Consider wellbeing support mechanisms offered by Queen Elizabeth's School e.g. counselling.
- 5.5.4 Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- 5.5.5 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

## **6. Support Mechanisms**

### **6.1 Counselling**

- 6.1.1 Counselling can be provided where appropriate through the Queen Elizabeth's School provider. This will be a confidential, independent service using professionally qualified counsellors.
- 6.1.2 Staff can access the Counselling Service by contacting Katie Boyes or Cheri Draga.

### **6.3 Teacher Support Network**

- 6.3.1 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/>

## **6.4 Occupational Health**

- 6.4.1 The School has access to an 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 is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work.

## Useful Websites

Acas [www.acas.org.uk](http://www.acas.org.uk)

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

Alcoholics Anonymous [www.alcoholics-anonymous.org.uk](http://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](http://www.carersuk.org)

The voice of carers

CBI [www.cbi.org.uk](http://www.cbi.org.uk)

Guidance to businesses on managing stress at work

Department of Health [www.gov.uk/government/organisation/departments/department-of-health](http://www.gov.uk/government/organisation/departments/department-of-health)

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

Dignity at Work Partnership [www.dignityatwork.org](http://www.dignityatwork.org)

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission [www.equalityhumanrights.com](http://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](http://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](http://www.local.gov.uk)

Guidance for all councils on stress prevention and management

Mindful Employer [www.mindfulemployer.net](http://www.mindfulemployer.net)

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

NASUWT [www.nasuwt.org.uk](http://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-judgemental 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](http://www.who.int/occupational_health/publications/en/oehstress.pdf)

Publication on work organisation and stress