

**Updating and consultation in progress**  
**Please send your comments to:**  
**ARA – Primary | SCL – Secondary | DSI – Sixth Form**

## **Staff Wellbeing Guidance**

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School name	Eastbury Community School
Date:	February 2019
Policy written by:	S Collins
Review date:	February 2020

A full C19 Risk Assessment is due for completion by Thursday 4 June  
2020

### **Eastbury Community School Vision**

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We want to demonstrate a commitment to wellbeing, integrating it into every part of our school culture by empowering our staff, our pupils, their families and our community to lead a healthy active lifestyle.

We want to engage and equip our staff to be able to take responsibility for their wellbeing, ensuring we support them to be healthy, happy and well-motivated, both in and out of the workplace.

### **Our Objectives at Eastbury Community School**

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- Provide a working environment and management practices that promote good health and wellbeing of all its staff.
- To embed health and wellbeing into every aspect of our staff journey, supporting people to feel resilient and improve their physical and mental wellbeing by fostering a healthy working environment.
- To provide innovative health and wellbeing services and support to all of our staff in addition to providing a consistent experience for colleagues and managers
- To enhance our school values and ethos through our wellbeing strategy, ensuring staff recognise the value the school places on their health and wellbeing.
- To set the benchmark for workplace wellbeing in education, enabling us not only to attract, but retain and nurture the best talent.

## Aims

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- To continue to develop a healthy, motivated staff, who are able to deliver a high-standard of education and support 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.
- To recognise provide flexible working practices, where possible- such as part time hours, where appropriate
- To communicate the importance of a work-life balance to all staff
- To provide staff with support and guidance to help deal positively with stressful situations
- To continue 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

## The School will:

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- Provide advice, support and training to managers on best practice in relation to health, wellbeing, mental health and absence protocols
- Ensure that there are arrangements in place for communicating the wellbeing guidance and absence procedures to managers and staff
- Ensure there are arrangements in place to support individuals experiencing stress, mental ill health and any wellbeing related issues, referring them to the School's Occupational Health service where appropriate
- Collate and manage data around sickness absence, staff turnover, exit interviews, number of referrals to Occupational Health support and any further data to support wellbeing
- Seek the views of employees on the effectiveness of the School's Well-being guidance and programme using staff surveys and other appropriate feedback methods
- Ensure that the Well-being Guidance is kept under review and updated as appropriate, under the remit of the Wellbeing Committee.
- Organise appropriate events and initiatives to promote health and well-being.
- Liaise with the Wellbeing Committee on the development and implementation of the Well-being Guidance

## **The Wellbeing Committee will:**

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

## **Senior Leaders will:**

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- Support the school to develop a culture of co-operation, trust and mutual respect within the School.
- Champion wellbeing practices and be an excellent role model to all staff
- Promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes at both a School-wide and departmental level.
- Encourage initiatives and events that promote health and well-being
- Encourage staff to participate in wellbeing events and initiatives

## **All staff will:**

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- Treat colleagues with consideration and respect
- Work with the School's efforts to implement the Well-being guidance
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being
- Seek support through the appropriate channels when required
- Be responsible for their own health and well-being by considering adopting a more healthy lifestyle
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team
- Take responsibility for working effectively in their roles

- Encourage each other to be involved in school wide wellbeing initiatives

## **Wellbeing actions:**

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- Set up and manage a staff wellbeing committee
- Create a strategic wellbeing programme with a variety of services
- Carry out staff wellbeing surveys
- Produce a yearly wellbeing calendar
- Provide a comprehensive range of services such as regular workshops, health checks, wellbeing content (videos, flyers, pocket guides)
- Mental health awareness training and strategies to cope
- Access to counselling via the Employee Assistance Programme
- Recommend apps that support well being
- Buddy boxes
- Staff social events
- Free access to school gym
- Create procedures for handling wellbeing issues
- Health promotion via leaflets, emails, website and notice board
- Link wellbeing into recruitment procedures and induction training
- Provide flexible working arrangements (where operationally appropriate);
- Improve the physical working environment;
- Provide protocols for managing career expectations through a personal development review process
- Build trust and loyalty through wellbeing support and initiatives
- Monitor staff working hours and individual workloads
- Provide an occupational health service
- Consult with staff on work-related issues that may affect their health
- Provide opportunities for all staff to work cross curricular and cross phase

## **Communicating the wellbeing policy and programme:**

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- The Wellbeing guidance, programme and calendar will be published on school website / intranet site
- Leaflets will be produced for employees to see all the wellbeing support which is available to them
- The Wellbeing programme will be promoted in staff briefings and department meetings

- The contents of the guidance and programme will be covered during general induction training sessions for staff
- A staff wellbeing notice board will display and promote all aspects of the wellbeing programme

### **Monitoring and reviewing the wellbeing guidance:**

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- The Wellbeing guidance will be reviewed every year by the Wellbeing Committee and senior management
- This review will involve an examination of any wellbeing data together with feedback from the Staff Survey, consultation with the Wellbeing Committee and any key people involved
- A report will be made which will approve any revisions or amendments to the wellbeing guidance or programme