



Stimpson Avenue Academy

Staff Wellbeing Policy 2021 - 2022

We Dream. We Believe. We Achieve.

Scope: Stimpson Avenue Academy	
Version: 1	Filename: Staff Wellbeing Policy
Approval: From September 2021	Next Review: September 2022 <i>This policy will be reviewed every two years by staff and leadership team.</i>
Owner: Stimpson Avenue Academy	Union Status: Not applicable

Policy type:	
<i>Staff Well Being</i>	

Staff Wellbeing Policy

Rationale

Stimpson Avenue Academy places a high priority on maintaining the wellbeing of all employees. We believe that all staff are our most precious resource and have put together this policy to ensure that employee wellbeing is regularly monitored and reviewed against the National Health and Safety standards.

Introduction

The Academy, as employer, has a duty of care to ensure the health, safety and welfare of its employees as far as reasonably practicable. This duty extends only to those factors which are work-related and within the Academy's control.

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". There is an important distinction between 'reasonable pressures' which stimulate and motivate and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

At Stimpson Avenue Academy, we recognise that there are many sources of work-related stress, and that stress can result from the actions or behaviours of managers, employees or students. The Health and Safety Executive have produced a number of Management Standards which cover the primary sources of stress at work that, if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. These are listed below:

Primary sources of stress at work:

- Demands- workload, work patterns and the work environment.
- Control- how much say the person has in the way they do their work.
- Support- the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships- promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role- such as whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change- such as how organisational change (large or small) is managed and communicated within the Academy.

Statement of Intent

The Governors and the Academy Leadership Team acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a moral and legal duty for taking steps to promote employee wellbeing as far as reasonably practicable.

The Governors and the Academy SLT are committed to fostering a culture of cooperation, trust and mutual respect, where all individuals are treated with dignity. The Governors and the Academy SLT recognise that work-related stress has a negative impact on employees' wellbeing, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

The Staff Wellbeing policy sets out how the Academy will promote the wellbeing of employees by:

- Creating a working environment where potential triggers of work-related stress are avoided, minimised or mitigated, as far as practicable, through good management practices, effective Human Resources policies and staff development.
- Increasing SLT and employees' awareness of the causes and effects of stress.
- Having an elected staff Well Being Team with representatives from across the Academy.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Ensuring that SLT manage staff effectively and fairly.
- Engaging with staff to create constructive and effective working partnerships both within teams and across the Academy.
- Establishing working arrangements whereby employees feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.

Responsibilities for implementing the Staff Wellbeing Policy

The Governors, Head of School and the Academy SLT will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the Academy.
- Champion good management practices and the establishment of a work ethos within the Academy which discourages assumptions about long term commitment to working hours of a kind likely to cause stress and which enables employees to maintain a reasonable "work life balance".
- Promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes in the organisation, to management structures and working arrangements.
- Encourage staff to be fully involved in the decisions of the Academy through staff forums in which staff can talk freely about any issues which impact on their ability to carry out their jobs.
- Encourage initiatives and events that promote health and wellbeing.
- Treat individuals reporting to them with consideration and dignity, and will promote a culture of mutual respect in the teams they manage. They will not permit unacceptable behaviour and will take decisive action when issues are brought to their attention.
- Attend training as appropriate, in order to increase their awareness of the causes and effects of work-related stress.
- Encourage staff to participate in events and initiatives undertaken by the Academy to promote wellbeing and more effective working.
- Take action in the interests of all their colleagues where performance by a member of staff may cause stress to their colleagues.

Employees will:

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity.
- Co-operate with the Academy's efforts to implement the Wellbeing policy, attending briefings and raise their own awareness of the causes and effects of stress on health.
- 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 wellbeing.
- Take responsibility for their own health and wellbeing by adopting healthy lifestyles.

- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress.
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.

Senior Leaders will:

- Ensure there are arrangements in place to support individuals experiencing stress, referring them to the Academy's Occupational Health advisers where appropriate.
- Enable the Academy to measure its performance in relation to stress management and employee wellbeing, such as: Sickness absence data, Staff turnover, exit interviews, Number of referrals to Occupational Health, Numbers of grievance and harassment cases.
- Seek the views of employees on the effectiveness of the Academy's Wellbeing policy and stress management arrangements using staff surveys and other appropriate questionnaires.

The Wellbeing Team will:

- Coordinate with the Head of School to ensure that appropriate training is in place to support individuals
- Organise, in conjunction with the staff, appropriate events and initiatives to promote health and wellbeing.
- Liaise with the staff on the development and implementation of the Wellbeing Policy.

The Governing Body will:

- Determine the Wellbeing Policy and recommend its adoption by the Academy.
- Monitor the implementation of the Wellbeing policy and the operation of associated arrangements such as the staff counselling service.
- Review the policy every two years following feedback from staff surveys, the Wellbeing Team, SLT and information provided by staff.

Arrangements for implementing the Wellbeing Policy

Arrangements for wellbeing and stress prevention is made through good management practices.

These include the following:

- Recruitment and selection procedures.
- Clear job descriptions and person specifications to ensure that the 'right' person is recruited for the job.
- Training and Development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.
- Promotion and reward procedures.
- Managing performance procedures
- Capability and absence management & return to work procedures to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability.
- Harassment and anti-bullying procedures.
- Procedures for communicating with employees on the work of the Academy and issues affecting their work.
- Flexible working arrangements, and contact days with staff on maternity leave.
- An annual survey of staff to better understand the areas of work-life that have a negative effect on staff wellbeing.

Consultation

- The Academy will consult with its employees on the Wellbeing Policy and measures taken to implement the policy via staff consultation.
- Staff surveys will be used to gather feedback on the Wellbeing Policy.
- The Wellbeing policy will be published to all staff.
- The Wellbeing policy will be promoted in Academy
- The contents of the policy will be covered during general induction training sessions for employees and specific training on stress awareness.

Monitoring and reviewing the Wellbeing Policy.

The Wellbeing policy will be reviewed every two years by the Wellbeing Team. This review will involve an examination feedback from staff surveys. The revised policy will be reviewed by the Governors, which will approve any adjustments and amendments to the policy.

External Agency Support provided by the Trust: Health Assured Employee Assistance Programme.

Confidential Help-line 0880 030 5182 healthassuredeap.com