



OWLS Academy Trust

Staff Wellbeing Policy

Adopted by The OWLS Academy Trust on	February 2016
Next Review Due	February 2018

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Statement of intent

OWLS trust is committed to providing a safe, secure and supportive environment for all members of staff. With this in mind, this policy has been created to outline the steps that will be taken by the OWLS trust to promote the mental and physical wellbeing of our staff.

All members of staff will be made aware of the warning signs which can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous and confidential manner.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

1. Legal framework

1.1. This policy has due regard to relevant legislation, including but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

1.2. This policy will be implemented in conjunction with the **OWLS trust's**:

- Health and Safety Policy.
- Induction of New Staff Policy.
- Attendance Management Policy.
- Staff Absence Management Policy.

2. Warning signs

2.1. All members of staff will be aware of the warning signs which can indicate that a person may be having trouble managing stress.

2.2. The **headteacher** will arrange training to help staff manage workplace stress.

2.3. Some of behavioural indicators that are caused by stress include, but not limited to:

- Difficulty sleeping
- Changes in eating habits
- Increased smoking or drinking
- Isolation from friends and family

2.4. Some of the physical indicators caused by stress include, but are not limited to:

- Tiredness
- Indigestion and nausea
- Headaches
- Aching muscles
- Heart palpitations

2.5. Some of the mental indicators caused by stress include, but are not limited to:

- Indecisiveness
- Difficulty concentrating
- Memory loss
- Feelings of inadequacy
- Low self-esteem

2.6. Some of emotional indicators caused by stress include, but are not limited to:

- Anger or irritability
- Anxiety
- Hypersensitivity
- Feeling drained and listless

3. The governing body

- 3.1. The governing body will ensure the effective implementation of this policy.
- 3.2. The governing body will recognise mental health issues and seek to manage staff mental health through risk assessments, surveys and early intervention.
- 3.3. The governing body will ensure staff roles and responsibilities are clearly defined and monitored.
- 3.4. The governing body will ensure that all OWLS trust policies are assessed for workload impact.

4. The headteacher

- 4.1. The headteacher will create a positive and supportive atmosphere throughout the OWLS trust.
- 4.2. The headteacher will be responsible for implementing continuing professional development (CPD) which equips staff with the tools to effectively manage stress.
- 4.3. The headteacher will aim to develop a sensitive performance management process that is linked to clear job specifications.
- 4.4. The headteacher will aim to include all staff in the OWLS trust's decision making process.
- 4.5. The headteacher will organise extra support for staff at times of increased stress, such as during Ofsted inspections.
- 4.6. The headteacher will ensure that all policies that effect staff wellbeing are properly adhered to and reviewed.
- 4.7. The health and safety officer is responsible for monitoring the effectiveness of wellbeing provisions in certain policies, including:
 - Performance management
 - Flexible working
 - Harassment
 - Capability and absence
 - Job description reviews
- 4.8. The headteacher will be responsible for authorising any staff absences, as well as granting extended leave.

5. The school business manager

- 5.1. The school business manager will plan and monitor a system of mentors to provide additional support for staff.
- 5.2. The school business manager will encourage all staff to attend events and training opportunities that promote wellbeing and health.
- 5.3. The school business manager will provide information that helps staff to manage stress effectively.
- 5.4. The school business manager will ensure that regular contact is maintained with members of staff who are absent for long periods.
- 5.5. The school business manager will ensure new members of staff have received all the relevant information they require. This includes the procedures for raising concerns about wellbeing.
- 5.6. The school business manager will gather information in any cases that allow monitoring of this policy, such as, but not limited to:
 - Sickness and absence data
 - Staff turnover
 - Exit interviews
 - Referrals to the counselling service
 - Referrals to other mental health services
 - Grievance cases
 - Harassment cases
- 5.7. The school business manager will be responsible for monitoring all staff absences.

6. Senior management

- 6.1. All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.
- 6.2. All senior members of staff will attend events and training opportunities which promote wellbeing and health.

7. Staff responsibilities

- 7.1. All members of staff are responsible for acting in a way that maintains a healthy work/life balance.
- 7.2. All members of staff will act in a way that promotes a positive, supportive atmosphere throughout the OWLS trust.
- 7.3. All members of staff are responsible for reporting honestly about their own wellbeing.

- 7.4. All members of staff will, where possible, ask for help when they feel under pressure or stressed.
- 7.5. All members of staff will attend events and training opportunities which promote wellbeing and health.
- 7.6. Members of staff will not act in a manner which endangers themselves or others.

8. Stress reduction strategies

- 8.1. A member of the governing body will be assigned as a wellbeing lead, taking overall responsibility for monitoring the wellbeing of staff.
- 8.2. The headteacher will arrange a meeting with all members of staff, in which the current working times and practices will be discussed.
- 8.3. The headteacher will undertake a wellbeing audit by distributing surveys to all members of staff. Any proposed changes will be communicated to all members of staff.
- 8.4. The OWLS trust will adopt a sickness absence plan which will promote a positive, caring strategy for staff who are returning to work after sick leave.
- 8.5. The governing body will allocate funds for a wellbeing budget. All members of staff are welcome to make suggestions for the use of this fund. The headteacher will have the final say as to how the fund is spent.

9. Reporting procedures

- 9.1. Two senior members of staff will be designated as wellbeing officers, this is in case one of the wellbeing officers is the subject of the complaint.
 - P.Merry
 - V. Pankhania
- 9.2. If any member of staff wishes to raise a concern about wellbeing, one of the two wellbeing officers will be notified.
- 9.3. The wellbeing officer will provide the member of staff with information about the support that is available to them. This includes the OWLS trust and outside sources.
- 9.4. The wellbeing officer will treat all cases confidentially. Real names of staff will not be used when wellbeing officers are reporting to the headteacher.
- 9.5. In some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed. If this is the case, staff will be made aware of the situation.

- 9.6. The wellbeing officer in receipt of the complaint will investigate and report this to the headteacher.
- 9.7. The headteacher will decide whether any further action will be taken.

10. Monitoring and review

- 10.1. The headteacher is responsible for reviewing this policy on an annual basis, and any changes will be communicated to all members of staff.