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# OWLS Academy Trust

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## Staff Wellbeing Policy

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Adopted by The OWLS Academy Trust on	
Next Review Due	

The OWLS Academy 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 to promote the mental and physical wellbeing of our employees.

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 should 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.



## Legal Framework

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This policy has been developed with due regard to relevant legislation, including but not limited to:

- The Health and Safety at Work 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)

The policy will be implemented in conjunction with the following policies of the OWLS Academy Trust:

- Health and Safety Policy;
- Attendance Management Policy;



## Warning Signs

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All members of staff will be aware of the warning signs which can indicate that a person may be having trouble managing stress. The head teacher will support, as appropriate, to help staff manage workplace stress.

Some of the indicators that are caused by stress include, but are not limited to:

<p>Behavioural</p> <ul style="list-style-type: none"> <li>• Difficulty sleeping;</li> <li>• Changes in eating habits;</li> <li>• Increased smoking or drinking;</li> <li>• Isolation from friends and family</li> </ul>	<p>Emotional</p> <ul style="list-style-type: none"> <li>• Anger or irritability;</li> <li>• Anxiety;</li> <li>• Hypersensitivity;</li> <li>• Feeling drained and listless</li> </ul>
<p>Physical</p> <ul style="list-style-type: none"> <li>• Tiredness;</li> <li>• Indigestion and nausea;</li> <li>• Headaches;</li> <li>• Aching muscles;</li> <li>• Heart palpitations</li> </ul>	<p>Mental</p> <ul style="list-style-type: none"> <li>• Indecisiveness;</li> <li>• Difficulty concentrating;</li> <li>• Memory loss;</li> <li>• Feelings of inadequacy;</li> <li>• Low self-esteem</li> </ul>



## Roles and Responsibilities

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### Trustees / Governors

Trustees and Governors will ensure that all OWLS Academy Trust policies are assessed for workload impact.

Local governing bodies will:

- Ensure the effective implementation of this policy within their school;
- Recognise mental health issues and seek to manage staff mental health through risk assessments, surveys and early intervention;
- Ensure staff roles and responsibilities are clearly defined and monitored.

### CEO

The CEO will:

- Create a positive and supportive atmosphere throughout the OWLS Academy Trust
- Aim to include all staff in the OWLS Academy Trust decision making process;
- Ensure that all policies that effect staff wellbeing are properly adhered to and reviewed;

### Head Teacher

The Head teacher will:

- Create a positive and supportive atmosphere throughout their school;
- Be responsible for implementing continuous professional development (CPD) which equips staff with the tools to effectively manage stress;
- Aim to develop a sensitive performance management process that is linked to clear job specifications;
- Aim to include all staff in the school's decision making process;
- Organise extra support for staff at times of increased stress, such as during Ofsted inspections;
- Ensure that all policies that effect staff wellbeing are properly adhered to;
- Be responsible for authorizing any staff absences, as well as granting extended leave;
- As health and safety officer for their school, monitor the effectiveness of wellbeing provisions in certain documents, including:
  - Performance Management Policy;
  - Flexible Working Policy;
  - Capability Policy
  - Attendance Management Policy;
  - Job Descriptions

### School Business Manager

The school business manager will:

- Plan and monitor a system of mentors to provide additional support for staff;
- Encourage all staff to attend events and training opportunities that promote wellbeing and health;
- Provide information that helps staff to manage stress effectively;
- Ensure that regular contact is maintained with members of staff who are absent for long periods;
- Ensure new members of staff receive all the relevant information they require, including the procedures for raising concerns about wellbeing.
- Gather information in an 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 / Bullying / Harassment cases

## **Senior Management**

All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing, and will attend events and training opportunities which promote wellbeing and health.

## **All Staff**

All members of staff are responsible for:

- Acting in a way that maintains a health work-life balance;
- Promoting a positive, supportive atmosphere throughout the OWLS Academy Trust;
- Reporting honestly about their own wellbeing;
- Asking for help if/when they feel under pressure or stressed;
- Attending events and training opportunities which promote wellbeing and health;
- Acting in a manner which does not endanger themselves or others.



## **Stress Reduction Strategies**

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A member of each Local Governing Body will be assigned as a wellbeing lead, taking overall responsibility for monitoring the well-being of staff.

The head teacher will arrange a meeting with all members of staff, in which the current working times and practices will be discussed.

The OWLS Academy Trust will adopt a sickness absence plan which will promote a positive, caring strategy for staff who are returning to work after sick leave.



## **Reporting Procedures**

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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.

If any member of staff wishes to raise a concern about wellbeing, one of the two wellbeing officers will be notified, and will provide the member of staff will information about the support that is available to them. This includes the OWLS Academy Trust and outside sources.

The wellbeing officer will treat all cases confidentially, and real names of staff will not be used when wellbeing officers are reporting to the Head Teacher. However, in some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed, and if this is the case staff will be made aware of the situation.

The wellbeing officer in receipt of the complaint will investigate and report this to the head teacher who will decide whether any further action will be taken.



## **Monitoring and Review**

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This policy will be reviewed on an annual basis and any changes will be communicated to all members of staff.