

*Learning, belonging and growing together,  
In mind, body and spirit,  
With Jesus by our side.*

## STAFF HEALTH & WELL BEING POLICY

Review Frequency: Annual  
Next Review: Autumn 2018  
Review Committee: Personnel & Pastoral Care (PPCC)  
Agreed on: 14<sup>th</sup> December 2017  
Signed:



(Headteacher)



(co-Chair of Governors)

At St Mary's Hampton CE Primary School, we believe that every person matters. The emotional and physical Health & Wellbeing of all staff and pupils is important. To this end we have the following key aims:

- To provide a healthy environment where all can thrive
- To minimise the harmful effects of stress and take a positive and understanding approach to the management of stress in line with current good practice
- To provide effective support for all staff
- To help each individual achieve an appropriate work-life balance
- To respect confidentiality.

As a school we promote Health & Wellbeing and work to provide an environment where all can achieve a balance between work and home/family life. We seek advice where necessary from our HR providers and outside support agencies such as occupational health. We seek opportunities to care for staff through initiatives and via discussions within performance and development reviews and team meetings.

The Governing Board through its Personnel and Pastoral Care Committee (PPCC) undertakes the following:

1. An annual staff Engagement Questionnaire (attached) is administered and this will lead to an action plan within the school development plan. Any issues will be incorporated and addressed over the coming year.
2. Governors hold termly drop-in sessions for staff to raise any concerns, issues or ideas in person.
3. An annual Health & Wellbeing event is held for all staff. This may take the form of a workshop or other events such as team-building exercises designed in collaboration with the Head Teacher.

This policy aims to take a holistic approach to Health & Wellbeing and is guided by the Health & Safety Executive Management Standards. St Mary's Hampton CE Primary School are committed to support these standards by:

#### ***Managing demands of the job***

Within St Mary's Hampton School every member of staff is given adequate and achievable tasks which suit the agreed hours of work. Individuals have a job description which provides the framework of demands of the job. The job description is incorporated in the recruitment procedure before contracts are agreed and signed. Appointments are made to match the skill of the person with the job and adjustments are made with the agreement of all involved. New staff are provided with a staff Handbook to familiarise themselves with the school's induction procedures and policies. There are opportunities to develop beyond an individual's capabilities with appropriate support if this is agreed as a development strategy. Concerns about the work environment and its impact are shared with either a line manager or senior member of the team. Every attempt is made to rectify the issue.

#### ***Autonomy to achieve their very best***

Within St Mary's every member of staff has a defined role which due to the nature of a school often has a fixed timescale for completion. Initiative is actively encouraged and as a school we welcome free thinkers and extend practice beyond the expected level. The school is committed to Continuing Professional Development by which all staff are encouraged to extend their knowledge and skills. Formal access to courses and training is made within individual performance reviews and through audits of subject needs. As a school we are aware of the changing face of employment structure and the relationship between home and work life. We make every effort to ensure that an employee's working pattern suits their needs.

### *Support and Leadership*

A member of the Senior Leadership Team is always available to support staff and attempt to rectify situations. The school encourages staff to discuss their work and provide each other with constructive feedback. Although we have formal observations, informal observation and comment is part of the school's culture. St Mary's is a supportive school and this is reflected in the personal and private leave procedure which operates when necessary. In addition, the Governor's PPCC meet regularly to discuss any wellbeing issues and to support staff. A number of governors are nominated to provide a listening ear service to staff.

### *Relationships*

Within St Mary's school we promote positive relationships within the staff team based on Christian values and the values of the school, and encourage everyone to report any incidents of unacceptable behaviour. This in turn will then be fully investigated by an appropriate member of the Senior Leadership Team and a governor, if required.

### *Change & Growth*

Within St Mary's school we seek to involve all appropriate staff in consultations regarding change. We provide information as soon as possible and will call staff meetings if they are necessary. Within a school setting there are many things which impact our work. There may be short-notice changes. During periods of role change, staff will be kept up to date through staff briefings and individual meetings. Staff are aware that consultations are a means by which we gather views and are not always a mechanism for changing policy or decisions. When changes do take place, timescales will be published and details will be available showing the impact upon the working lives of the staff.

### **Who to go to for support?**

Any member of staff requiring support for themselves, or another member of staff who they believe requires support should, speak with their Line Manager, a member of the Senior Leadership Team, Human Resources Team, or a member of the Pastoral Care Group.

### **Health & Wellbeing practices that have already been implemented at St Mary's include:**

#### *Weekly Activities*

- Opportunities for staff to engage with exercise and fitness

#### *Termly Activities*

- Recovery week towards the end of each term
- Staff Social Events

#### *Annual Activities*

- Inset day focusing on Wellbeing
- ½ days leave for Christmas shopping
- Governor drop-in.