STAFF WELLBEING POLICY

Ings Farm Primary School

Document Control			
Review period	24 months	Next review	July 2028
Owner	CEO	Approver	Finance and Resource Committee

This document applies to all schools and operations of the Galileo Multi Academy Trust: www.galileotrust.co.uk

Contents

1. Aims 3
2. Promoting wellbeing at all times 3
3. Managing specific wellbeing issues 5
4. Monitoring arrangements 5
5. Links with other policies 5

This policy sets out the staff wellbeing policy for Galileo Multi Academy Trust.

Staff wellbeing is front and centre of Galileo Multi Academy Trust's strategic and operational planning and decision making. We recognise that we are only able to provide the best care and education for our children if colleagues are healthy, happy and feel valued for the work they do as well as individuals.

This policy sets out our overarching expectations, however, much work at both School and Trust level is focused on staff wellbeing.

1. Aims

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims

2. Promoting wellbeing at all times

2.1 Role of all staff

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Follow the trust's/school's policy on out-of-hours working, including guidance on when it is and isn't reasonable to respond to communications
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

2.2 Role of line managers

Line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their staff
- Take any complaints or concerns seriously and deal with them appropriately using the trust's/school's policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures

- Promote information about and access to external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- Conduct return-to-work interviews to support staff back into work
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation

2.3 Role of senior staff

Senior staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Support staff to set auto-responders for emails outside of work hours which manage expectations for response times and help staff disconnect, supporting work-life balance.
- Make sure job descriptions are kept up to date, with clearly identified responsibilities and staff being consulted before any changes are made
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Establish a clear policy on out-of-hours working, including on when it is and isn't reasonable for staff to respond to communications, and provide clear guidance to all stakeholders
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services, and make sure that there are clear routes in place to escalate a concern in order to access further support
- Organise extra support during times of stress, such as Ofsted inspections

2.4 Role of the board of trustees

The board of trustees is expected to:

- Make sure each trust is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the headteachers in the trust
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regard to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work

- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

2.5 Role of the local governing body

Ings Farm LSB member responsible for wellbeing is John Neesam

3. Managing specific wellbeing issues

The trust and individual schools will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.

4. Monitoring arrangements

This policy will be reviewed on a biennial basis by the Trust Well-Being team. At every review, it will be approved by LGBs.

5. Links with other policies

This policy is linked to our HR and other policies including:

- Pay and appraisal policy
- Recruitment and selection policy
- Attendance management policy
- Induction and ECT induction policies
- Equality and diversity policy
- Flexible working policy
- Grievance procedure
- Leave management policy
- Maternity policy
- Menopause policy
- Paternity policy
- Smoke free policy
- Whistleblowing policy

All policies are available of the staff portal

Policies & Supporting Documentation

6. Galileo staff support

The Trust has bought into an employee assistance programme which is free to all staff to provide support on a wide range of issues including, health and wellbeing, financial, legal and general advice. The offer includes 1:1 counselling services to all staff and their dependents.

This can be accessed via the following link and number: Homepage | Education Support Partnership Assistance Programme-Schools the use name is: **worklifesupport** and the password is **support1**. The 'phone number is 0800 0856 148

In addition, there is a staff wellbeing site on the portal available to all colleagues which provides helpful information as well as the results of our annual staff wellbeing survey and our response to these.

Staff wellbeing and Surveys

7. External support services

Balance Northeast – Alcohol Health Alliance UK

- http://www.balancenortheast.co.uk/home/

Fresh Northeast – regional tobacco control programme

- http://www.balancenortheast.co.uk/home/

Changing Lives – local drug, alcohol, domestic violence services

- https://www.changing-lives.org.uk/

Anxiety UK – anxiety support

- Text service – 07537 416 905
- Infoline – 03444 775 774
- Website - https://www.anxietyuk.org.uk/

Citizens Advice – general support and advice including ,money, benefits, housing, immigration, employment, consumer issues, family problems, social care, and health services

- Free Confidential Advice | Citizens Advice Darlington, Redcar and Cleveland

GambleAware – support in relation to gambling

- https://about.gambleaware.org/