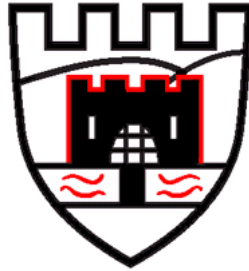


# **Castle Camps C. of E. (V.C.) Primary School**



## **Policy for Staff Mental Health & Well-Being**

**Date Approved by the Governing Body: 23rd September  
2024**

**Review: September 2025**

## Staff Mental Health and Wellbeing Policy

### 1. Rationale

Castle Camps Primary School places a high priority on maintaining the wellbeing of all employees. We recognise that people 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.

### 2. Introduction:

The School as employer has a duty to ensure the health, safety and welfare of its staff, as far as reasonably practicable. It is also required to have in place steps to manage those factors that could harm staff members' physical and mental wellbeing, which includes work related stress. This duty extends only to those factors which are work related and within the School'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.

The Health and Safety Executive have developed a set of Management Standards which cover the primary sources of stress at work, and that if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. These are:

- **Demands.** Workload, work patterns and anything within the work environment that adds to the demands that staff face, including deadlines, student behaviour and parents.
- **Control.** How much say a staff member has in what they do and how they are able to do their work.
- **Support.** Including the sponsorship and resources provided by the school, and encouragement of leaders, line managers and colleagues.
- **Relationships.** Including how positive working behaviours are promoted to avoid conflict and effectively dealing with unacceptable behaviour.
- **Role.** Including the extent to which staff understand their role within the school, how this fits with that of their department or function and the aims of the school and whether leaders ensure they do not have conflicting roles.
- **Change.** Includes how well organisational change (large or small) is managed and communicated within the school.

The School's performance on wellbeing and stress management will be assessed in the context of the HSE Management Standards.

### 3. Statement of Intent:

The Governing Body and school's senior managers acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a persuasive business case, as well as a moral and legal duty for taking steps to promote staff wellbeing as far as reasonably practicable.

We are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with fairness and dignity, and can work at their optimum level.

We also recognise that work related stress has a negative impact on staff wellbeing, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

This *Staff Mental Health and Wellbeing Policy* expands upon the School's Health and Safety policy, setting out how the School will promote the wellbeing of staff by:

- Creating a working environment where potential work related stressors are understood and mitigated as far as practically possible through good management practices, effective Human Resources policies and staff development.
- Increasing managers' and staff members' awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Developing the competence of managers through introducing them to the competencies proven to prevent and reduce staff stress.
- Engaging with staff to create constructive and effective working partnerships, both within teams and across the school.
- Establishing working arrangements whereby staff 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 effectiveness as a means of reducing their own stress and that of their colleagues.

#### **4. Responsibilities for implementing the Staff Wellbeing Policy**

##### ***The Governors, Headteacher and the School's SLT will:***

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the School.
- Champion good management practices and the establishment of a work ethos within the School 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 school 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 well-being.
- 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 their staff to participate in events and initiatives undertaken by the School to promote well-being 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.
- Attend training as appropriate in order to increase their awareness of the causes and effects of work related stress.

- Co-operate with (insert relevant people / school teams) to ensure that risk assessments are undertaken for roles or working practices that may give rise to work related stress and poor wellbeing.
- Encourage their staff to participate in activities undertaken by the School to promote wellbeing and more effective working.
- Ensure there are arrangements in place to support individuals experiencing stress, for example referring them to the *School's Occupational Health Advisers* where appropriate.
- Ensure there are arrangements in place to support managers experiencing problems with employee performance, including managing capability.

***Staff will:***

- Treat colleagues and others they interact with during the course of their work with fairness, consideration and respect.
- Co-operate with the school's efforts to implement the *Staff Wellbeing Policy*, attending briefings and raising their own awareness of the causes and effects of stress and poor wellbeing.
- 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.
- Be liable for their own health and wellbeing as far as is practically possible.
- Take ownership of setting out their own development plan and discussing this as appropriate with their line manager, as one of the means to enable them to work effectively in their team and reduce the risk of stress.
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.

***The Mental Health and Wellbeing lead will:***

- Ensure that the Well-being policy is kept under review and updated as appropriate, under the remit of the Health and Safety Committee.
- Coordinate with the HT 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 well-being.
- Develop a school-level risk assessment based on the Health and Safety Executive's "Management Standards for Work-Related Stress".
- Liaise with the staff on the development and implementation of the Wellbeing policy.

**5. Arrangements for implementing the Staff Wellbeing Policy may include:**

- Having clear job descriptions and person specifications to ensure staff members are clear on what is expected in their role and the right person is recruited where vacancies exist.
- Ensuring training and development procedures are in place so individuals have the necessary skills and competencies to undertake the tasks and duties required of them.

- Ensuring managers are aware of those behaviours proven to prevent and reduce staff stress and providing opportunities for them to self-assess against them and undertake training where appropriate.
- Having effective processes and procedures for:
  - Promoting staff appropriately
  - Reward and recognition
  - Managing performance and capability
  - Absence management and return to work to ensure that individuals are supported following illness.
  - Harassment and anti-bullying.
  - Communicating with staff on the work of the School and issues affecting their work.
  - Seeking staff feedback, including use of anonymous staff surveys.
  - Flexible working arrangements and keep in touch days with staff on maternity leave.

Suitable adaptations should be made for disability and accessibility.

These arrangements will be updated and augmented as required and when deemed necessary by the findings of stress risk assessments.

## **6. Consultation and Communication**

Well-being policy will be published to all staff.

- The Well-being policy will be promoted in school
- The contents of the policy will be covered during general induction training sessions for employees and specific training on stress awareness.
- Staff surveys will be used to gather feedback on the Well-being policy.

The Well-being policy will be reviewed every two years by the Mental Health and Wellbeing Lead.

This review will involve an examination feedback from staff surveys. The revised policy will be reviewed by the Health and Safety committee of the Governors, which will approve any adjustments and amendments to the policy.