

Lessness Heath Primary School



STAFF WELL BEING POLICY

Written: January 2018

Approved by Governing Body: February 2018

Review date: January 2019

To be reviewed: Annually

Lessness Heath Primary School recognises that staff are its most important resource. We seek to value our staff through personal and professional support, involvement in school decisions and access to professional development.

In addition to acknowledging the school's responsibility to staff wellbeing, staff have the primary responsibility for their own health and wellbeing. This involves taking care of oneself and letting the school know about any aspect of work or the working environment which may be affecting health.

All wellbeing activities should be focused on all staff working together to improve their working conditions and this should be done within a "no-blame" environment.

PRACTICE

Lessness Heath Primary School will:

- Carry out the WellBeing questionnaire every two years
- Use the information from the WellBeing questionnaires to produce an action plan
- Keep staff up to date with wellbeing issues through a staff wellbeing notice board
- Have regular opportunities to allow staff to discuss wellbeing issues
- Provide a range of strategies for involving staff in school decision making processes
- Ensure appraisal systems are linked to clear job descriptions
- Provide additional support in particularly stressful times
- Encourage staff to use Care First (see staff notice board for more information)
- Regularly review communication systems to ensure staff are well informed
- Ensure all staff have access to professional development opportunities
- Ensure staff have knowledge of and access to union representation
- Regularly review the demands on staff time to see if things can be done differently
- Ensure a positive school ethos where everyone is valued
- Through training and building security, provide staff with a sense of safety and the confidence to deal positively with stressful incidents
- Respond sensitively and flexibly to external pressures impacting on staff lives
- Maintain contact with staff when they are absent from work for a long time, and provide support on their return to work
- Work towards positive staff pupil relationships, to ensure an effective teaching and learning environment and a happy place to work for staff and pupils

ACTION PLAN

Following the Wellbeing questionnaire and subsequent feedback, the findings will be discussed with all staff and an action plan developed.

This plan will be included in the school development and improvement plan, and will be reviewed on a termly basis.

LINKS TO OTHER POLICIES

This policy supports and links to the following policies:

Equal Opportunities

Health & Safety

Recruitment

Managing sickness absence

Signed:..... K O' Connor, Head Teacher

Date:.....

Signed:..... Linda Thomas, Acting Chair of Governors

Date:.....