



Staff Wellbeing Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:

Personnel

Date Approved:

8th February 2018

Review Period:

Annually

Next Review Date:

Spring 2019

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017

Staff Wellbeing Policy

Background and rationale

Limpsfield Grange School recognises the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments.

An acceptable work-life balance will be different for each employee.

Staff wellbeing is important in maintaining a positive atmosphere in the workplace.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To improve team work, staff development, communication and co-operation
- To attract and retain the calibre of staff required in our outstanding provision
- To improve the School's effectiveness by actively reducing staff absenteeism and turnover
- To develop a more motivated workforce, with high morale, to deliver the best education for our students

Aims of the policy

- To benefit the staff team at Limpsfield Grange School
- To ensure that staff are able to provide the best service possible to our students
- To acknowledge that the needs of Limpsfield Grange School and the staff team are not static, but change over time
- To operate in a fair and consistent and transparent manner
- To make employees feel valued for their contribution to the school
- To carefully plan and agree work-life balance solutions including flexible working practices where possible without damaging the opportunities for students to succeed
- To include a monitoring, evaluation and review mechanism, linked to staff appraisal or performance management cycles and the School Improvement Plan, for work life balance improvements and initiatives.

Scope

All staff should enjoy a reasonable work life balance so that they can achieve their best at work and manage other areas of their life effectively.

Implementation

Limpsfield Grange School is committed to adhering to the following strategies:

- All staff will have an annual appraisal or performance management review with their line manager, this will include reviewing their duties and responsibilities to aid them in the delivery of their work and managing the expectations of the job. Realistic and agreed targets will be set linked to school priorities as outlined in the School Improvement Plan.
- Working with and supporting staff through training and on-going development opportunities to enable them to manage their jobs effectively.
- Encouraging and enabling staff to actively manage their own professional and personal development.
- Consulting with staff on decisions relating to their employment and encouraging them to seek third part advice (e.g. Union representative).

- Conducting an annual staff wellbeing survey, communicating the results and actions to be taken to all staff.
- Granting special leave according to the School's Special Leave Policy.
- Providing adequate workplace facilities for breaks and relaxation. Staff currently have the use of the staffroom and extensive grounds for breaks. Tea and coffee is provided free of charge, lunch is also free for staff eating with the students.
- Providing refreshments for INSET days, staff meetings, parents' evenings and Governing Body/committee meetings.
- Providing additional equipment for staff to avoid injuries e.g. gel mouse mats, sideways mouse, wrist support, new office chairs, trolleys etc.
- Providing an induction programme for staff appropriate to their position, this includes allocating a peer buddy.
- Including wellbeing sessions and health checks as part of our annual INSET cycle.
- Considering the demand on staff when planning meetings, all teachers have individual directed time allocations shared with them at the start of each academic year.
- Providing additional assistance through the School's Advisory Service (see below).
- Providing referrals to Occupational Health as necessary.
- Planning INSET days with regard to the length of the term.
- Re-allocating staff meeting time for teachers during periods when they are required to write detailed student reports.
- Organising social activities for staff.
- Offering the opportunity for exit interviews for staff leavers with a member of the Governing Body.

School's Advisory Service

Our School's Advisory Service package combines both well-being and medical cover for staff accessed by downloading the SAS app. Services include:

- Stress counselling (online/telephone/face to face)
- Relationship counselling (for all the family)
- Physiotherapy (up to 5 sessions)
- Weight management
- Stress management workshops
- Lifestyle health screening
- Menopause support
- Cancer support service (for all the family)
- 24 hour GP helpline (online with video consultation/telephone for all the family)
- Emergency dental cover
- Medical cover for a range of common operations
- Fast track cover and care service – early intervention for chronic conditions

Monitoring of the Policy

The policy will be monitored by the School's Senior Leadership Team and the Staffing, Pay and Personnel Committee. This policy will also be monitored through the annual staff wellbeing surveys and through exit interviews with staff leavers.

Related links

www.schooladvice.co.uk

<http://www.hse.gov.uk/stress/>

Review

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated
