



# 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*

<b>Governor's Committee Responsibility:</b>	<b>Personnel</b>
<b>Date Approved:</b>	<b>Summer 2021</b>
<b>Review Period:</b>	<b>Annually</b>
<b>Next Review Date:</b>	<b>Summer 2022</b>

## **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*

# Limpsfield Grange School

## 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 develop a more motivated workforce, with high morale, to deliver the best education for our students
- 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 effectiveness of Limpsfield Grange by actively reducing staff absenteeism and turnover

### 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

### Scope

This policy applies to all staff and Governors of Limpsfield Grange School.

### Implementation

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.

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 party 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.
- Including wellbeing sessions and health checks as part of our annual INSET cycle (see appendix)
- 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 and demands 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.
- Celebrating success with a weekly prize draw for nominated staff.
- Recognition of staff birthdays
- Annual long service awards
- Providing regular wellbeing phone calls to staff throughout COVID-19 disruption
- Online wellbeing sessions including coffee mornings, quizzes, fitness and yoga offered regularly to all staff using Zoom, during COVID-19 school closure.
- Providing treats for staff on Wellbeing Wednesdays
- Providing end of term treats for staff during the Covid-19 Pandemic

### **School's Advisory Service**

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

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

### **Monitoring of the Policy**

The policy will be monitored by the Senior Leadership Team and the Personnel Committee. This policy will also be monitored through the annual staff wellbeing surveys and through exit interviews/exit questionnaires with staff leavers.

**Related links**

[www.schooladvice.co.uk](http://www.schooladvice.co.uk)

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

<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

**Related Policies**

- Child Protection & Safeguarding Policy including COVID19 Safeguarding Addendum
- Equality Policy
- Recruitment and Selection Policy
- Staff Behaviour Policy

**Review**

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

It will be reviewed on:

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Signed

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Dated

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## Staff Wellbeing Offer 2021 – 2022

Action:	Date/Frequency
<ul style="list-style-type: none"> <li>Focus on Wellbeing during INSET day - Pampering sessions, health screening, food and nutrition workshop</li> </ul>	Annual (Nov 21)
<ul style="list-style-type: none"> <li>Academic staff meeting focused on Wellbeing – to include Counsellor Helen Kewell workshops on communication and wellbeing, yoga, board games, coffee shop visit, Christmas wreath making and Spring flowers workshop</li> </ul>	Termly
<ul style="list-style-type: none"> <li>Residential staff weekly wellbeing sessions – to include Yoga, HITT, walks, Pilates and meditation</li> </ul>	Termly
<ul style="list-style-type: none"> <li>Admin and catering staff massage session</li> </ul>	Annual
<ul style="list-style-type: none"> <li>Additional wellbeing workshops and activities at INSET days</li> </ul>	Annual
<ul style="list-style-type: none"> <li>Christmas celebration (depending upon Covid-19 restrictions) at the end of the Autumn term</li> </ul>	December 2021
<ul style="list-style-type: none"> <li>Staff nomination and recognition prizes on Wellbeing Wednesdays</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>End of Summer term celebration</li> </ul>	Summer term 2021 – may be postponed due to Covid 19
<ul style="list-style-type: none"> <li>Ad hock wellbeing magazines/books/resources</li> </ul>	Termly
<ul style="list-style-type: none"> <li>SLT working lunch</li> </ul>	Annually
<ul style="list-style-type: none"> <li>Staff wellbeing committee to meet termly to discuss ways to support staff and promote wellbeing and implement any actions</li> </ul>	Termly
<ul style="list-style-type: none"> <li>Social events organised by staff teams</li> </ul>	Termly
<ul style="list-style-type: none"> <li>Birthday cards for a staff from Headteacher</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Long service awards for 5, 10, 15 and 20 years' service</li> </ul>	Annual (Sept 21)
<ul style="list-style-type: none"> <li>Regular staff wellbeing sessions offered via Zoom online meeting platform for the duration of enforced school closure/partial school closure due to COVID-19.</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>Wellbeing phone calls offered to all staff throughout COVID-19 disruption</li> </ul>	As needed
<ul style="list-style-type: none"> <li>Staff treats on Wellbeing Wednesdays</li> </ul>	Weekly