



# Staff Wellbeing and Resilience 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:**

**Summer 2023**

**Review Period:**

**Annually**

**Next Review Date:**

**Summer 2024**

## **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 2022*

# Limpsfield Grange School

## Staff Wellbeing & Resilience Policy

### Background and rationale

Limpsfield Grange School recognises the importance of ensuring that all staff 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 through

- Developing a motivated workforce, with high morale, to deliver the best education for our students
- Improving team work, staff development, communication and co-operation
- Retaining high quality staff required to deliver our outstanding provision
- Improving the effectiveness of Limpsfield Grange by actively reducing staff absenteeism and turnover

### Aims of the policy

This policy aims to set out for all staff and school stakeholders the steps the school will take to promote and support staff wellbeing.

### 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 Limpsfield Grange Special Leave of Absence 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 are 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.
- **Considering the demand on staff when planning meetings.**
- 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.
- **Offering leavers opportunity to complete an exit questionnaire**
- Celebrating success with a weekly prize draw for nominated staff.
- Recognition of staff birthdays
- Annual long service awards

### **Management of Stress**

Limpsfield Grange School will ensure that reasonable steps are taken to reduce potential stress factors.

As part of the annual appraisal process for staff, any mismatch between their role and job description will be identified and the job description updated as required.

Members of staff who believe they are suffering from work-related stress should discuss the matter with their line manager in the first instance, who will inform the Headteacher of the situation. Advice will be sought in relation to work-related stress. Limpsfield Grange School has access to HR support from CEFM, wellbeing services (including counselling) from the School's Advisory Service, and Occupational Health Services from Team Prevent.

The Headteacher and Governing Body will ensure that any incidence of bullying or harassment is not tolerated.

### **Confidentiality**

Information about a person's mental health is both sensitive and categorised as special category data in accordance with the GDPR and the DPA 2018.

All staff are therefore responsible for maintaining confidentiality, whether they are supporting a colleague or because they are otherwise involved in the operation of a workplace policy or procedure.

### **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:

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| <ul style="list-style-type: none"> <li>• Counselling services (online/telephone/face to face)</li> <li>• Relationship counselling (for all the family)</li> <li>• Physiotherapy (up to 5 sessions)</li> <li>• Weight management</li> <li>• Stress management workshops</li> <li>• Lifestyle health screening</li> <li>• Menopause support</li> </ul> | <ul style="list-style-type: none"> <li>• Cancer support service (for all the family)</li> <li>• 24 hour GP helpline (online with video consultation/telephone for all the family)</li> <li>• Emergency dental cover</li> <li>• Medical cover for a range of common operations</li> <li>• Fast track cover and care service – early intervention for chronic conditions</li> </ul> |
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### **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://thehappynewspaper.com/>
- <https://www.actionforhappiness.org/>
- <http://www.mindfulteachers.org/>
- <http://www.educationsupportpartnership.org.uk/>
- <http://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing>

**Related Policies**

- Child Protection & Safeguarding Policy
- Data Protection Policy
- Equality Policy
- Disciplinary Policy and Procedures
- Grievance Policy and Procedures
- Recruitment and Selection Policy
- Sickness Absence Policy and Absence Capability procedures
- Special Leave of Absence Policy
- Staff Behaviour Policy
- Whistle Blowing Policy

**Review**

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

It will be reviewed on:

Signed

Dated

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