



Staff Welfare Policy

Lead Person : Assistant Head (Co-Ed and Primary)
Support Persons : SLT and staff
Governing Body Committee: RSP
Approved by Governors: May 2018; Next Review: May 2019

Our Aims:

At The Crypt School, promoting and protecting the well-being of all colleagues is very important. Many factors in the workplace influence the well-being of individual colleagues, departments or the School as a whole. Understanding and addressing the factors which affect people's well-being at work will have a wide range of benefits, both for the individual and the School.

Well-being in the workplace is relevant to all colleagues and everyone can contribute to improved wellbeing at work. Addressing workplace well-being can help strengthen the positive, protective factors of employment, reduce the risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problem such as chronic stress, and assist them in remaining at work.

The Health and Safety Executive define stress as being "the adverse reaction people have to excessive pressures or other types of demand placed on them". However, it is important that the difference between the stress linked to the body's natural response to pressure to a specific situation and chronic stress be acknowledged: pressure does not always lead to chronic stress and pressure can sometimes motivate. While acknowledging that pressure and stress may also be caused by a range of issues external to the workplace, the Governing Board aims to provide a positive and supportive environment where colleagues can handle everyday pressures effectively.

To fulfil this commitment the School will aim to:

- promote line managers taking an active interest in the welfare of the colleagues in the department they line manage.
- actively seek to identify and improve the circumstances (systems, policies, procedures, protocols and human resource management practices) that may adversely affect the well-being of colleagues
- provide opportunities to increase awareness and understanding of how to promote well-being at work and the avoidance of absence
- provide a process for dealing with well-being concerns of colleagues – the School's support System for Managing Stress
- in turn, colleagues will be encouraged to take a responsible approach to mental health and well-being issues, including assisting their line managers in identifying issues causing stress in the workplace and actively seeking support if needed.

The policy aims are to:

- provide advice and information about minimising risks to health.
- outline specific responsibilities.
- offer opportunities so colleagues can learn about the causes, effects and management of stress.

To achieve these objectives the School and SLT will:

- monitor arrangements in an effort to improve the quality of the working environment
- implement appropriate and reasonable control measures to minimise risks to health and well-being i.e. regular meetings with line managers
- raise awareness by offering CPD and/or INSET of the causes, signs and symptoms of stress and stress-related illness, and of the ways in which the School supports individuals
- facilitate colleagues' awareness on how to respond to colleagues well-being concerns by providing a clear support system for managing stress (NB outlined at the end of this policy)
- provide information about appropriate welfare services to all colleagues, including the availability of any employee counselling and CPD
- attempt for reasonable adjustments to be made if relevant and possible
- alertness to colleagues' personal circumstances and offering additional support where colleagues experience risks to their well-being which derive from outside work, e.g. bereavement or separation
- encouraging effective communication between management and colleagues
- where appropriate, ensure that colleagues are considered over relevant aspects of their employment that may cause stress or impact on their health and well-being
- treat all discussions with colleagues around personal issues as confidential unless it is necessary to involve others to deal with the issue and the employee is in agreement
- organise a support plan when a colleague has raised a concern regarding their stress levels and review it in line with the School's Support System for Managing Stress.

The following have been identified as appropriate measures of employee performance and well-being for the purposes of managing health and well-being:

- absences will be recorded and monitored for data analysis
- exit interviews will be used and followed up with appropriate action when colleagues leave employment.
- use of counselling services will be monitored
- feedback from colleagues satisfaction questionnaires, carried out twice a year (October and June), will be used and followed up by Welfare Lead or/and the relevant Line Manager. The results from the Audit will be shared with SLT and the RSP committee.

Colleagues will:

- take reasonable care of their own health and safety at work and co-operate with management in any measures taken to reduce stress.
- be committed to avoiding causing health and well-being problems for other colleagues e.g. measures to reduce e-mail traffic
- be proactive in identifying occasions when they may be suffering from health and wellbeing problems, either work-related, or due to external factors, and alert their line manager to these where appropriate.
- seek training, support or/and advice on handling stress
- approach challenging situations positively and taking advantage of the support systems available and requesting support when required
- ensure they inform their line manager, via line management meetings or otherwise, if there are issues that are affecting their ability to carry out their day to day duties/tasks.

Other related policies: Assessment and Marking, Capability and Sickness, Conduct and Absence Policies

The Crypt School Support System for Managing Stress

