THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST

Health and Wellbeing Policy

Consultation	Local Governing Bodies
Review Cycle	Three Years
Date Approved	July 2016
Approved By	Board of Directors
Next Review Date	July 2019

The Shropshire Gateway Educational Trust's Health and Wellbeing at Work Policy has been developed to promote and encourage health and wellbeing at work.

- We recognise that mental health is as important as physical health. This policy applies to all employees, including who work in a voluntary capacity.

- We aim to ensure that staff feel supported in their work.

- The policy aims to meet the trust's principles and values of concern for people, openness and honesty, co-operation and team-work, and flexibility and innovation.

- The trust recognises that its pupils and employees are its most valuable resource, and that the health and welfare of all are essential in achieving the trust and individual school's aims.

- It is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

- We aim to do this by:

  o promoting good practice in both physical and mental health & wellbeing activities and share successes across the organisation

  o providing training through the CPD process for managers and supervisory staff in areas appropriate to this policy

  o identifying those circumstances that may contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress. These circumstances and risk assessments will be kept under regular review

  o consulting with relevant trade union safety representatives and other stakeholders, where appropriate, on all proposed action relating to staff wellbeing and the prevention of workplace stress

  o providing signposting to confidential counselling for staff whose wellbeing is affected by either work or external factors.

Responsibility of the Head Teacher and Trustees

We have a responsibility to

- promote an emphasis toward good physical and mental health and wellbeing

- provide central support, resources and advisory services

- offer practical step by step procedures and guidance

- provide training to staff

- monitor the effectiveness of this policy.

Responsibility of the Senior Management Team

Our Senior Managers will

- establish effective monitoring processes so as to be able to evaluate the impact of the policy

- make recommendations following consultation with staff on developments and improvements to the policy
- ensure the promotion of the policy throughout the school
- provide support and guidance for individuals as required.

In addition to the general duties of all managers, Senior Managers influence the culture of the school.

Their specific responsibilities include:

- Setting an example as role models by adopting and adhering to the agreed health & wellbeing strategy
- Actively promoting the principles and behaviours contributing to positive staff wellbeing
- Vigilance to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing derived from outside work, e.g. bereavement or separation
- Ensuring effective communication between management and staff, particularly where there are organisational and procedural changes
- Ensuring that bullying, harassment and discrimination are not tolerated
- Working with managers to initiate staff wellbeing focus groups where appropriate
- Conducting any investigation necessary to protect staff wellbeing – with input from the most appropriate line manager in the circumstances.

Line Managers

- All line managers and those with supervisory responsibility for other employees are required to:
- Facilitate risk assessments relating to staff wellbeing, and implement agreed findings
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful developmental opportunities
- Monitor workloads to ensure staff are not overloaded
- Monitor working hours to ensure staff are not overworking, and monitor holidays to ensure that, where relevant, staff are taking their full entitlement
- Attend relevant training as required, including management training and health and safety training
- Ensure any potential staff wellbeing issues are communicated to a member of the Senior Management Team as soon as possible in order to secure appropriate advice and support
- Ensure effective measures are in place for monitoring all sickness absences for stress-related absence
- Ensure absence patterns are monitored, and anomalies are reported to Senior Management.

Responsibility of Staff

All staff are expected to:

- have a role to play with regard to staff welfare. Staff have a responsibility towards their own health and well-being at work, and are advised to raise any matters of concern.

- have a responsibility to be sensitive and responsive to the welfare of others at work, and are required at all times to act in a way that respects the health and well-being of others.

- have a responsibility to follow any guidance provided by medical/health professionals regarding their health and well-being.

- treat each member of staff with dignity and respect as an individual

- take advantage of training and information sources

- uphold confidentiality (wherever safety is not at risk)

- recognise the limits to what they can do and seek advice at the earliest opportunity

- share ideas for promoting health and wellbeing in the workplace

- raise issues of concern with their line manager, their Health & Safety Representative or member of the Senior Management Team

- accept opportunities for occupational health review or counselling when recommended.

Confidentiality

While all dealings with staff are subject to the school policy on confidentiality it must be emphasised that this is often of paramount importance with regard to those experiencing mental health difficulties. However, it must also be emphasised that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements then it should be stressed that the safety of the individual and or the safety of other members of our community takes precedence over confidentiality.

Key Indicators

Experience demonstrates that organisations which adopt a positive approach to improving health and wellbeing, may achieve substantially reduced costs associated with:

- absenteeism

- staff turnover

- risk management

- increased staff moral, job enrichment, quality of work life

- continuous improvement of achievement

- improved productivity and overall organisational performance.

Studies have shown that regular, daily light or moderate exercise is beneficial for the prevention of heart disease and other life threatening diseases. The provision of opportunities for physical activity is one way that workplaces can contribute to promoting health and preventing illness:

There are many psycho-social factors which influence personal health and wellbeing.

Mental health promotion in the workplace can prevent stress as well as promoting an understanding of mental illness.

Harmonious working relationships created by effective leadership and staff and involvement in decision making, together with effective administration systems, are important contributors to staff health and wellbeing. Effective administrative and professional support can assist staff to undertake their designated role with organisational purpose and direction.

Implementation Plan

Is training required to implement this policy?   **Yes** ☐   **No** ☑

If Yes, how will this be delivered and by whom?

To which groups of staff does this policy need to be issued?

All school staff and Trustees.

How will the policy be issued and by whom?

Via email from Head teachers
Via Chairs of LGB

Date adopted by Local Governing Body:

Signed (Chair of LGB)

Name of School

Appendix v - Equality impact assessment screening form

Section one: screening for impact	
Name of policy	
Project lead completing assessment:	
Position:	

1. What is the main purpose of the strategy/project/policy?

2. Who will be the main stakeholders/users of the policy? Please consider the impact of the policy on the different groups of stakeholder /users.

3. Use the table to show:

- Where you think that the policy could have a negative impact on any of the equality strands, that is, it could disadvantage them – if no impact please note the evidence for this.
- Where you think that the strategy/project/policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

	Positive impact	Negative impact	No impact	Reason and evidence (provide details of specific groups affected even for no impact)
Age				
Disability				
Gender				

Gender identity				
Sexual orientation				
Race				
Religion or belief				

4. If you have indicated there is a negative impact on any group, is that impact:

Legal? (not discriminatory under anti-discriminatory legislation)	Yes ☐	No ☐
Intended?	Yes ☐	No ☐
Level of impact?	High ☐	Low ☐

If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete a full equality impact assessment. If not, complete the rest of section one below.

5. Could you minimise or remove any negative impact that is of low significance? Could you add any additional action to have a positive impact rather than no impact?

6. If there is no evidence that the strategy, project or policy promotes equality, equal opportunities or improved relations – could it be adapted so that it does? If so, explain how.

7. Please list the outcome following this equality impact assessment (this could be no changes, some changes, further work needed around particular groups or cease development of the policy).

Signed:	Date: