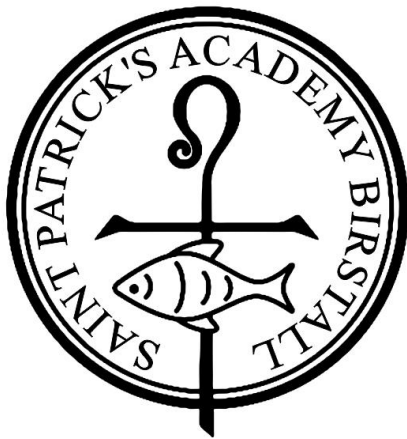


# ST PATRICK'S CATHOLIC PRIMARY ACADEMY, BIRSTALL

part of the  
Blessed Peter Snow Catholic Academy Trust



**The Blessed  
Peter Snow**  
Catholic Academy Trust

## Staff Health and Wellbeing Policy

Version Number	Approved by	Approval date	Review date
New Policy	Full Academy Council		September 2024

**Because God calls us to fullness of life in Christ we provide varied exciting opportunities for children to achieve highly.**

God invites us to promise to keep everyone learning.

**Because God calls us to love our neighbour we respect and include each other and develop the skills of confidence, resilience, independence, empathy and understanding.**

God invites us to promise to keep everyone included.

**Because God calls us to live as faithful members of the community we respect the world around us.**

God invites us to promise to look after the world around us.

**Because God shows us the best way to live we get to know ourselves and learn how to be safe.**

God invites us to promise to keep everyone safe.

**Because God calls us to be like him we get to know ourselves and learn to respect the truth.**

God invites us to promise to be honest.

## **Introduction**

The Headteacher and Academy Council at St Patrick's Catholic Primary Academy recognise the statutory responsibilities related to their employment and their health and well-being. We are committed to promoting positive mental, physical and emotional wellbeing and provide suitable support for all members of staff.

Taking action to prevent ill health and promote good health ensures a stable, consistent, progressive and happy school in which the children will thrive. We recognise that sickness absence carries high financial cost and has an impact on performance, teaching and learning, morale and productivity.

We treat all staff fairly and professionally at all times. This Policy should be read in conjunction with the following policies developed by school alongside the BPS Catholic Academy Trust.

These include:

- Sickness Absence Policy;
- Leave of Absence and Time off Work Policy;
- Low level Concerns Policy;
- Code of Conduct and Staff Handbook;
- Health and Safety Policy;
- Adoption leave Policy;
- Maternity Policy;
- Menopause Policy;
- Equal Opportunity Policy;
- Anti-Bullying Policy;
- Grievance Procedure;
- Whistleblowing Procedure.

Many of which are Blessed Peter Snow Catholic Academy Trust led policies.

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- Pay Policy;
- Appraisal Policies for Teaching and Support Staff;
- Data Protection Policy;
- Behaviour and Discipline Policy;
- Safeguarding and Child Protection Policy;

These policies are held on a shared drive for staff to access, alongside our website.

We recognise the importance of workplace unions and fully support staff in accessing the support they offer.

### **Aims**

- Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.
- Recognise the key role of the Headteacher and Senior Leaders for their responsibilities by enabling access to guidance, training and support.
- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- Comply with all statutory requirements.
- Develop and maintain a positive health and safety culture through regular communication and consultation on health and safety matters.
- Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.
- Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.
- Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

### **Legislation**

Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;

Working Time Regulations;  
Employment Rights Act 1996;  
Employment Relations Act 1999.

### **Responsibilities**

The school leadership are able to access HR support and guidance through the Blessed Peter Snow Catholic Academy along with procuring the services of Kirklees HR.

As part of their role they successfully:

- a. Provide the necessary professional advice, support and training to all school staff and governors as and when required.
- b. Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.
- c. Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

### **The Academy Council (Local Governing Board) shall:**

Ensures this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for staff with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.

Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.

Act early and provide consistent support.

Enlist the support of Blessed Peter Snow Catholic Academy Trust HR Services through HR Manager and/or Kirklees LA HR Services and Occupational Health, when appropriate, ensuring staff are able to access this support.

Ensure that staff roles and responsibilities are clearly defined.

Ensure that all our policies are assessed for workload impact.

Take into account the equality implications of any policies introduced and monitor on a regular basis.

Ensure the policy is monitored, evaluated and reviewed with the recognised workplace unions on an annual basis, in the light of changing needs and legislative frameworks.

**The Headteacher shall:**

Recognise the value of good systems in place to effectively manage and support staff and encourage an approach of coaching and mentoring.

Foster a supportive work environment, operating in a fair and consistent manner.

Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.

Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, older women during the menopause, and those with caring responsibilities.

Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.

Ensure that return-to-work procedures are established in the workplace that is supportive of staff both while absent and upon return, following the Blessed Peter Snow Catholic Academy Trust.

Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.

Demonstrate commitment, via systems and practices in place to employees maintaining a good work/life balance, and ensure that such practices are communicated to all staff.

Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

Show commitment to supporting staff wellbeing through developing an annual staff wellbeing offer which for 2023-2024 includes; two afternoons of wellbeing time (pro-rata) which is bookable by the member of staff (one during Autumn and Spring 1 half term and one during Spring 2 and Summer term). A wellbeing voucher draw each half term and a Christmas lunch provided by school.

**Senior Leaders shall:**

Foster a supportive work environment, operating in a fair and consistent manner.

Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress and look at what support measures are needed to maintain good performance.

Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action wherever possible to reduce the effects of these pressures.

Demonstrate commitment to staff by encouraging a good work/life balance.

**Staff should:**

Seek support or help when they think they are experiencing a problem, if possible, their line manager or Headteacher if appropriate.

Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.

Consider wellbeing support mechanisms offered by our school through Kirklees Care First Services and /or Catholic Care community counselling services for staff.

Consider attending training on health and wellbeing issues where they feel that this is appropriate.

Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

**Support Mechanisms**

**Care First** (Occupational Health Services at Kirklees)

Care First is a confidential service for information and advice or counselling, available free of charge. You can make a call to Care First 24 hours a day, 365 days a year, where the call will be answered by a professional and there is no limit to the number of times the service is contacted. Care First allows the member of staff to self-refer for support and advice.

Care First Support Services

Carefirst-lifestyle.co.uk

Username: kmc001 Password – uncil1234

Care First helpline: 0800 174319 (self-referral)

Range of materials available to support

**Counselling** - Catholic Care

Counselling can also be provided through Catholic Care. This is a confidential, independent service using professionally qualified counsellors. Staff should speak to the Headteacher so that a referral can be made.

**Mediation** (through Occupational health Service at Kirklees (Care First) nor HR at Blessed Peter Snow Catholic Academy Trust)

In addition to the Counselling Service, Kirklees HR Services or Unions offer mediation in meetings in order to assist employees to return to normal working relationships. Where this service is appropriate it will be discussed with the employees affected by the situation.

### **Support Network**



The Education Support Network is a group of independent charities and a social enterprise that provides practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. The Education Support Network

provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition and how to manage stress. To access the free support line, staff can call 08000 562 561, or for more information go to <https://www.educationsupport.org.uk/>

### **Occupational Health (through Kirklees LA)**

We have access to Occupational Health where this will be of benefit to a member of staff a referral can be arranged on request or if it is felt beneficial by a member of the Senior Leadership Team. This will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work. The information given is entirely confidential and will not be shared with the employer/Governing Body or members of staff within the school unless permission is given to ensure support is available.

### **General Support in School**

- General caring ethos of the school, staff regularly check in with each other to ensure everyone feels supported and valued.
- Diary Dates document is shared every week with details of the diary for the coming week. On the diary we also have a “shout out” section where any member of staff can request to highlight a thank you to another member of staff or team to show appreciation.
- We have a wellbeing offer for staff each year which includes – two afternoons of bookable wellbeing time (pro-rata), a wellbeing voucher draw each half term and Christmas lunch paid for by school.
- An open door is encouraged by the Headteacher and senior staff. Professional discussions and quality conversations in order to ensure the needs of all staff are met.
- Regular staff social events such as staff fuddles and opportunities to spend time together to build relationships.
- Each class has a link governor who will check in with the class teacher once a term.

- Time is given each term for subject coordinator monitoring to ensure this does not become unmanageable on top of the daily teaching expectations.
- Mental Health and Wellbeing team in school – this is made up of a range of staff and the MHW link governor who meet once a half term, at the end of a school day. There is opportunity for any member of staff to join the meeting or share ideas for supporting the wellbeing of staff.



## Useful Websites

Acas [www.acas.org.uk](http://www.acas.org.uk)

Information on stress, and employer and employee rights, in the workplace

Alcoholics Anonymous [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism.

Care First Support Services

Carefirst-lifestyle.co.uk

Range of support material Username: kmc001 Password – uncil1234

Carers UK [www.carersuk.org](http://www.carersuk.org)

The voice of carers

CBI [www.cbi.org.uk](http://www.cbi.org.uk)

Guidance to businesses on managing stress at work

Department of Health [www.gov.uk/government/organisation/department-of-health](http://www.gov.uk/government/organisation/department-of-health)

Information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT)

Dignity at Work Partnership [www.dignityatwork.org](http://www.dignityatwork.org)

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

The commission is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

Gingerbread [www.gingerbread.org.uk](http://www.gingerbread.org.uk)

Gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales.

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

Information on the stress management standards

Local Government Employers [www.local.gov.uk](http://www.local.gov.uk)

Guidance for all councils on stress prevention and management

Mindful Employer [www.mindfulemployer.net](http://www.mindfulemployer.net)

Information and guidance on managing stress and mental health in the workplace

NHS 111 <http://www.nhs.uk/111>

National Health Service advice and guidance on health matters

Princess Royal Trust for Carers <http://www.carers.org>

Here to improve carers' lives by fighting for equality and recognition for carers.

Relate <http://www.relate.org.uk>

UK's largest provider of relationship counselling and sex therapy.

Samaritans <http://www.samaritans.org>

Offers confidential, non-judgemental support to individuals.

Teacher Support Network

<http://teachersupport.info>

Work Life Balance Centre <http://www.worklifebalancecentre.org>

Exists to help people restore control over their workload and working lives we enable them to cut down overworking and so make new decisions about how they spend their time.

World Health Organisation

[http://www.who.int/occupational\\_health/publications/en/oehestress.pdf](http://www.who.int/occupational_health/publications/en/oehestress.pdf) Publication on work organisation and stress

## Staff Wellbeing Provision Offer 2023-2024

### **OFFER 1 of 3:**

Full time staff have 2 x PM bookable wellbeing afternoons (equivalent of 270 mins altogether of school time – 1:15 to 3:30pm) across the year.

This will be pro-rata for part-time staff, eg

Staff working 4 days = 80% of 270 mins so 1 PM and 1 hr 21 mins early across the year (BG, MC, JD)

Staff working 3 days = 60% of 270 mins so 1 PM and 30 mins early across the year (JH, TM)

Staff working 2 days = 40% of 270 mins so 108 mins early on one afternoon across the year

Staff working 1 day = 20% of 270 mins so 60 mins early on one afternoon across the year (MM)

*(Trying to make this as fair as possible)*

How it will work:

- Each member of staff is only allowed to book one before Feb half term and one between Feb half term and summer. Not the final week and cannot be carried over.
- Must be booked at least 1 week in advance
- Cannot be added to a school holiday – before or after
- Cannot be when there is a specific event for your class that may cause more work for others
- It will be covered internally by staff so we are all supporting one another and agreed by those who will help with cover – no additional cover pay.
- Your chosen date is not guaranteed, may not be approved or may change should an event mean it needs to (such as external visit).

### **OFFER 2 of 3:**

There will be a £30 wellbeing voucher draw on the final Monday of each half term. Whoever wins it will say where they want the voucher for – ie Amazon, a meal voucher, a book voucher etc...

### **OFFER 3 of 3:**

Each member of staff will have a lunch voucher for the Christmas lunch or if not in school that day another day that week.

*We will also continue to have a “SHOUT OUT” section on the weekly diary dates to put a brief message on if you want to say well done or thank you to someone for their support, a small kind act, helping with a piece of work..... (please try to include all staff at some point not just a friend!)*

*Staff have all 3 offers not a choice of offers*