St White's Primary School

Stress & Wellbeing Management Staffing Policy

Date of Review: September 2019

Date of Next Review: September 2021

Signed, Chair of Governors:

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INTRODUCTION

At St White's Primary School, as a community school we place a high value on providing a supportive working environment and on maintaining the health, safety and welfare of our staff.

We recognise that their wellbeing is important to the school's performance and service delivery. We therefore, take positive measures to encourage employees to be in the best health that they can be, both physically and mentally. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors, but we recognise that an employee's personal life may also lead to stress.

We are committed to implementing the Stress Policy for all staff in order to enable individuals to cope successfully with the demands and pressures in their lives, whatever the cause of their stress, by providing appropriate support to employees. The Governing Body accepts its duty to monitor and address levels of stress experienced by all staff.

AIMS

At St White's Primary School we aim to:

1. **Ensure staff understand their ROLE within the organisation and do not have conflicting roles.**

- The school ensures that the different requirements it places upon staff are compatible and clear.
- The school provides information to enable staff to understand their role and responsibilities.
- Systems are in place to enable staff to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.

2. **Provide SUPPORT for staff such as encouragement, resources, line management and supportive colleagues.**

- Systems are in place to enable and encourage managers and staff to support their staff.
- Staff know what support is available and how and when to access it.
- Staff know how to access the required resources to do their job.
- Staff receive regular and constructive feedback.

3. **Enable staff to have a degree of CONTROL over the way they do their work.**

- Where possible, staff have control over their pace of work.
- Staff are encouraged to use their skills and initiative to do their work.
- Where possible, staff are encouraged to develop new skills to help them undertake challenging work.
- Staff are consulted over their work patterns.

4. **Provide staff with fair DEMANDS of workload, work patterns and the work environment.**

- The school provides staff with adequate and achievable demands in relation to the agreed hours of work.
- People's skills and abilities are matched to the job demands.
- Jobs are designed to be within the capabilities of staff.
- Staff concerns about their work environment are addressed.

5. **Promote positive working RELATIONSHIPS to avoid conflict and deal with unacceptable behaviour.**

- The school promotes positive behaviours at work to avoid conflict and ensure fairness.
- The school has agreed policies and procedures to prevent or resolve unacceptable behaviour.
- Staffing protocols are in place to enable and encourage managers to deal with unacceptable behaviour.
- Procedures are in place to enable and encourage staff to report unacceptable behaviour.

6. **To ensure organisational CHANGE (large or small) is managed well and communicated thoroughly within the organisation.**

- The school uses its Decision Making Policy to manage change effectively.
- The school provides staff with timely information to enable them to understand the reasons for proposed change.
- The school ensures adequate staff consultation on changes and provides opportunities for staff to influence proposals.
- Staff are aware of the probable impact of any changes to their jobs. If necessary, staff are given training to support any changes in their jobs.
- Staff are aware of timetables for change and have access to relevant support during changes.

OBJECTIVES:

At St White's Primary School we:

1. **Involve all staff** in order to identify activities that could give rise to stress and document these on the Staff wellbeing 'ready reckoner' which is completed anonymously, computerised and delivered via the Deputies pigeon hole once a year.

2. **Identify suitable control measures.** Involve all staff in looking at solutions to reduce and manage the levels of stress experienced by staff. Record these measures.

3. **Share with staff** the initial results and reasonable actions to be taken to manage levels of stress. Once everyone has had a chance to comment, the risk assessment is complete.

4. **Monitor** the levels of stress in staff by regular staff consultations and communication sessions. Written forms each July informing the School Improvement Plan for the coming year.

5. **Review** the effectiveness of any control measures introduced to gauge their effectiveness, and amend where necessary. This should be done once a year or sooner if required.

6. **Provide effective support through teams** within the school staffing structure – eg weekly Support meetings eg Support Staff Meeting and informal line management discussions eg Key stage leaders.

7. **Involve Employee Health and Wellbeing Service** where a staff member is reporting high levels of stress and this is affecting their health.

8. **Make referral to Employee Health and Wellbeing Service** if appropriate, where problems still exist if further support is required.