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## **Staff Health and Wellbeing Policy**

### **Policy statement**

Cambo Wraparound has a duty to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to the children's achievement and the setting's performance. We are committed to making sure that this Staff Health and Wellbeing Policy is implemented so that everyone can cope successfully with the demands in their lives, whatever the cause of stress. The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

### **Aims of the Policy**

To develop a healthy, motivated workforce who can provide high quality education that meets the developmental needs of each child.

To help ensure that our setting promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.

To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for children to succeed.

To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.

To respond sensitively to external pressures which affect the lives of staff members.

To provide staff with training to deal positively with stressful incidents and provide them with a sense of confidence to deal with emergencies via training.

To improve staff development, co-operation and teamwork by creating effective leaders.

To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

### **ROLES**

#### **The Committee:**

Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.

Will adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the setting.

Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Staff Disciplinary Procedures.

Will provide a range of strategies for involving staff in the setting decision making processes.

Will review the demands on staff and seek practical solutions wherever possible.

Will provide personal and professional development such as stress management, team building, etc.

### **The Manager:**

Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

Will support the committee in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.

Will adopt the setting's policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons.

Will ensure that there is clear communication between staff and management with regards to all areas of work life.

Will create reasonable opportunities for employees to discuss concerns and will enable staff to do so in an environment where stress is not considered a weakness.

Will ensure that all staff are aware of and trained in-line with the setting's priorities and offered opportunities for development.

Will monitor and review any measures that are planned and assess their effectiveness.

Will, if needed, conduct risk assessment for work-related stress in consultation with committee.

Will appoint a staff wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the setting. The co-ordinator will also ensure that policies and procedures reflect this aim.

Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

If a member feels a member of staff requires additional support, they will be sign posted to the relevant agency.

### **Staff members:**

Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

Will ask their manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads. Will identify opportunities for development and take advantage of those offered by the Cambo Wraparound.

Will apply for any requests for leave of absence in advance and be honest about sickness absence leave.

Will share their views, ideas and feelings about all issues concerning the setting at formal meetings and informal gatherings.

### **Practical Actions to support new staff:**

All staff will be given a setting orientation by the manager.

All new staff will receive the staff induction. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.

All staff will be made to feel welcome and given as much support as required.

At the end of the first week of employment, new staff will have a review with a their manager.

All new staff will have a 3-month review interview with the Manager. Additional reviews may be scheduled at 6-months and/or a year.

The Senior Leadership Team (Committee and Manager) must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.

The Senior Leadership Team should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.

The setting will provide support to any employees facing high levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as support from the Local Authority e.g. counselling. During this time, the setting will ensure that the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

### **Procedures to promote staff wellbeing:**

Daily communication between manager and staff team.

Continuing professional development for all staff.

Performance management supervisions.

Annual appraisals.

All staff will be invited to any (TTDs) teacher training days.

Recognition on staff birthdays/special occasions.