St Peter's Brafferton
C of E (VA) Primary School

Let your light shine!

At St Peter's Brafferton, we are a nurturing community where every person can **flourish.** We aspire to be the best in all we do, promoting **lifelong learners** who are curious, compassionate, and courageous. We **value** every person and every opportunity to **'let our light shine'**.

> *"Let your light shine before others, that they may see your good deeds and glorify your Father in heaven."*
> — Matthew 5:16

Staff Wellbeing Policy

Definition

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.

(World Health Organization)

Scope

This policy applies to all adults working in school, including leaders and managers, Governors, teaching and support staff, volunteers, student teachers, supply staff, visitors and church representatives. This policy has been formulated using the Anna Freud National Centre for Children and Families "Ten steps towards school staff wellbeing" toolkit, along with North Yorkshire Education Services "Workplace Health and Wellbeing Toolkit." A range of stakeholders in the school, including teaching and support staff, governors and members of our clergy and church community have been consulted and their views sought in the formulation of this policy.

Aims

We advocate a holistic, proactive approach to managing mental health, emotional wellbeing and rehabilitation issues at work. Everyone will work together - staff, leaders, governors, with the support of NYCC Human Resources, Occupational Health and health and safety professionals, to:

• tackle the causes of workplace injury and ill health, including stress and anxiety

• address the impact of health on employees' capacity to work, providing support for those with disabilities and health conditions and rehabilitation

• promote healthier lifestyles and wellbeing to help improve the general health of the workforce

Ethos

St Peter's Brafferton CE (VA) Primary School is committed to putting our Christian vision into action and creating an inclusive culture where all adults working in school feel valued and are comfortable asking for help

or raising concerns. This policy is intended to outline the ways in which we work together to make sure our school is a safe, caring and happy place to work, which in turn will benefit our pupils and our community. School leaders and managers are sensitive to any issues which may impact negatively on employees mental health and wellbeing and address these in a timely, considered and compassionate manner.

The principles which support this ethos are:

Language – to be mindful of the language we use to talk about mental health at all times, understanding that everyone has mental health, and the promotion of positive mental health is at the heart of all that we do.

Communication – to encourage individuals to communicate their needs and concerns, and to ensure that meaningful and relevant communication involves staff in all areas of the school. Such communication aids wellbeing through the belief that staff feel valued and that their views are important to the school.

Relationships – to promote good relationships between staff; even when opinions differ, we can disagree well.

Kindness – to promote the importance of treating people as we would want to be treated ourselves

Tolerance and respect for each other.

Harmony – to promote ways of being with each other, including times when opinions differ, or when a person becomes upset with another.

Equality – to ensure all staff having an equal right to wellbeing in the workplace

Trust – to develop a supportive process in which staff can trust, knowing that their wellbeing is a priority for leaders and managers and the wider school community

Empowerment – to ensure staff members feel a part of the decisions which affect them. This includes consultation on key decisions which affect individual staff, including policies and a genuine right to reply and appeal on decisions which may have an adverse affect on their mental health and wellbeing.

Balance – to recognise the demands of workload on staff and to find ways to ensure a good balance over a school year, between work that is necessary for ensuring the best outcomes for pupils and work that makes unreasonable demands on staff time for example out of hours.

Role of the FGB in Staff Wellbeing

The Governing Body at St Peter's Brafferton CE VA Primary Schools believes that all our enthusiastic, motivated and energetic staff should be supported to deliver a high quality curriculum to our pupils. We recognise that wellbeing is a vital element of our school life. The Board believes that well-supported teachers teach at their best; a high staff morale will contribute positively to high performance and positive pupil outcomes and above all we want staff to be happy and feel supported at school.

The Governing Body at St Peter's Brafferton have a strategic duty to promote positive mental health and emotional wellbeing within school. This is achieved by working with the HT and staff by:

- Modelling an open, honest and listening culture and ensuring that feedback to staff is constructive and positive.
- Ensuring that staff wellbeing is a standing item on the FGB agenda.
- Ensuring all governor monitoring visits have an element of focus on staff wellbeing.
- Inviting the views and feedback of the staff by undertaking an annual Staff and Wellbeing Survey.
- Reviewing the existing school vision to ensure that pupil and staff mental health and wellbeing represents an integral part of the strategic and operational practice of the school.

- Reviewing data regularly on staff absence/illness/turnover and investigating any trends. This includes the conducting of entry and exit interviews for staff joining or leaving the school
- Designating governor responsibility for the oversight of staff wellbeing.
- Supporting effective appraisal and performance management of staff by carrying out governor monitoring around staff Performance Management experiences.
- Support the training and continuing professional development of all staff and leaders ensuring they have access to opportunities to progress their careers and are encouraged to invest into the school.
- Ensure that all policies are mindful of and promote staff wellbeing.
- Support the release of staff to attend family events and promote opportunities for social events for staff.

Staff benefits include:

Refreshments

Free tea, coffee, hot chocolate and biscuits

BASE

If you are a member of staff and your child attends BASE whilst you are working in school, this is free of charge. This is limited to 2 children per session (age 3+).

Holiday Club

If you are a member of staff and your child attends holiday club whilst you are working in school, this is free of charge. This is limited to 2 children per session (age 3+).

Helperbees fees

If your child attends nursery, you will receive 25% off nursery fees.

Flu vaccines

Each staff member will be offered a flu vaccine in the autumn term.

Staff Wellbeing information

Access to Health Assured support (North Yorkshire employee assistance)

Vivup North Yorkshire

Discounts, Cycle to work scheme and Green Car scheme

Health and Wellbeing Link Governors

The role of the two Health and Wellbeing Link Governors has been created to:

- Actively promote the wellbeing of all staff.
- Provide a source of information and feedback for the HT.
- Effectively promote school improvement.
- Provide wellbeing information/feedback to the Full Governing Body.
- Champion wellbeing issues within the school.

Role of the Health and Wellbeing Link Governors

- Attend Health and Wellbeing Governor Training
- Carry out an annual staff survey
- Feed back to the FGB survey/monitoring findings
- Carry out entry and exit interviews of all staff
- Act as a 'voice' for staff at FGB meeting on staff wellbeing agenda items
- Carry out Governor monitoring around staff Performance Management
- Meet regularly with the school wellbeing champion

Role of the Headteacher

Operationally, the headteacher will support this policy through also:

- Reminding staff that they can go off-site if they choose to during their lunch break and that the Church is always open for staff to use.
- Continuing to run termly staff team supervision meetings provides an opportunity for staff to share best practice and strategies for supporting children with additional needs.
- Developing our debrief procedures for staff where there has been an incident or altercation with another adult (e.g. a parent or neighbour).
- Further improving induction for new staff and assign all new staff a mentor from existing staff.
- Developing procedures around clarity for parents around contacting teachers through the admin email address only, not direct to teachers.
- Improving access to professional supervision for staff managing child protection through the children and families service as appropriate
- Continuing to regularly communicate the services available through the Employee Assistance Programme and the contact arrangements to all staff

Role of Staff Wellbeing Champion

All staff should be mental health champions, but having a wellbeing champion, the role will enable us to prioritise positive mental health and wellbeing within and across the staff team. A member of staff will be agreed each year by self-nomination and we will ensure that this member of staff receives appropriate support and training to fulfil their role. This role will be to champion mental health for the school community, not to be directly responsible for it. The role will include:

- promotion of well-being materials; being a 'listening ear';
- acting as a signpost for other services or professionals, relaying ideas and information to the leadership staff that could further improve wellbeing in school;
- having oversight of school improvement plans to ensure that positive mental health promotion has a key place;
- help to reduce barriers to mental health in school by promoting positive language in relation to mental health.

Extra support and guidance

In addition to the policy measures outlined in this document, a range of other support mechanisms are in place and information on these is shared with all leaders, managers, Governors, staff, volunteers, and other adults covered by this policy.

1. Our school purchases an annual service level agreement with the NYCC Employee Assistance Programme. NYCC contracts Health Assured to provide support to staff with a broad range of issues.The service provides confidential and independent telephone counselling by telephoning 0800

030 5182 or www.healthassuredeap.co.uk The log in details are - Username: Northyorkshire Password: Council. The details are also available in the staffroom.

2. Staff and leaders can also contact NYCC Health and Wellbeing Service which provides an advisory service to schools to support all staff in identifying and minimising any detrimental effects of health on work and work on health.
3. The Education Support Partnership provides practical and emotional support to staff in the education sector and their families on a wide range of issues including money, bereavement, mental health and stress management. To access the free support line staff can call 08000 562 561 or for more information go to http://www.educationsupportpartnership.org.uk/
4. Staff may also be able to access support for their mental health and wellbeing through their union.

Other useful websites are:

www.annafreud.org/what-we-do/schools-in-mind/

www.mentallyhealthyschools.org.uk

www.Mindfulteachers.org

www.nhs.uk/conditions/stress-anxietydepression/improve-mental-wellbeing/

www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling

www.mentalhealth.org.uk/

www.mentalhealth.org.uk/sites/default/files/how-to-manage-and-reduce-stress.pdf

Monitored by: Full Governing Body

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