



Shiremoor  
Primary School  
Wellbeing  
Policy

## Wellbeing Policy

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## 0. **Statement of intent**

Shiremoor Primary School recognises the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

Shiremoor Primary School recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system
- To improve Schools effectiveness by actively reducing staff absenteeism and turnover
- To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders;
- To recognise that excessive hours of work can reduce staff effectiveness
- To recognise that improving workplace communication has a positive outcome for the whole school workforce

## 1. **Key Aims of the policy**

- To support staff in their work
- To acknowledge that the needs of both the Shiremoor Primary School and its staff are not static, but change over time
- To acknowledge the need for Shiremoor Primary School leadership, unions/staff representatives and staff to discuss workable work-life balance solutions;
- To encourage a partnership approach to meeting the needs of both Shiremoor Primary School and the staff;
- To operate in a fair and consistent manner
- To carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate without damaging the opportunities for students to succeed
- To take into account the equality implications of any policies introduced
- To communicate work-life balance practices to all staff. Developments and changes to policies should also be communicated on a regular basis;
- To include a monitoring, evaluation and review mechanism, linked to performance management and Shiremoor Primary School improvement plan, for work-life balance initiatives and strategies.

## 2. **Legal framework**

This policy has due regard to relevant legislation, including but not limited to, the following:

Health and Safety at Work etc. Act 1974

Employment Rights Act 1996  
Employment Relations Act 1999  
Equality Act 2010  
The Management of Health and Safety at Work Regulations 1999

### 3. **Health, Safety and Welfare**

Shiremoor Primary School recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented and will incorporate all aspects of welfare, which the Headteacher and Senior Leadership team have put in place to prevent and deal with workplace stress. The well-being of the staff will be supported wherever possible.

### 4. **Implementation**

Shiremoor Primary School takes overall responsibility for implementing this policy and for ensuring the Headteacher and the Leadership will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees 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.

### 5. **Commitment**

The following issues will be reviewed for inclusion in a programme of committing to and improving employees' work life balance and their well-being;

- **Unmeasured Working Time**

Where employees are contracted to work unmeasured time, for example the Leadership Team, the Headteacher undertakes to ensure that the schools' requirements and expectations are reasonable.

- **Employment Policies and Practice**

The Headteacher/Senior Leadership Team undertake to adopt and apply the appropriate policies in respect of 'family friendly' employment, including consideration of part time working where this can be implemented without detriment to the operational requirements of the school. The Headteacher and Leadership Team will adopt policies and provide clear guidance on time off for public or trade union duties, or for personal reasons – refer to the Attendance Management Policy.

- **Individual and Team Workloads**

We aim for Shiremoor Primary School's timetable to reflect a fair and reasonable balance of work between different members of staff. Management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

This document is for your guidance only and should not be regarded as a substitute for taking professional advice.

- **Planning and Policies**

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose

- **Meetings**

The Headteacher and Senior Leadership Team aim to ensure that patterns of meetings are appropriate to the requirements of the whole school and that they are agreed in advance and that the pattern is adhered to. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

- **Administration**

Administrative work has been delegated to appropriate support staff where appropriate and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school.

- **Individual support and training**

Individual support, including confidential counselling through the school's staff insurance. School Advisory Service will be made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life.

## 6. **Responsibilities**

Shiremoor Primary School is responsible for the welfare of all staff and will monitor the effectiveness of this policy through the Senior Leadership Team. The policy will be reviewed annually.

The Headteacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests. It will be each individual member of staff's responsibility to raise awareness when issues arise. Where staff are concerned, it is their responsibility to let the leadership team know so that we can attempt to resolve the issue.

## 7. **Senior Leadership**

All senior Leaders will act in a supportive and constructive manner when dealing with cases related to wellbeing.

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All staff are responsible for managing their own workload or to discuss any concerns. The Head encourages people to choose a working pattern (outside of the school day) that suits the needs of them and their family.

Any new initiatives or changes to workload are assessed by the Senior Leadership Team to ensure they do not deliberately adversely cause work related stress issues.

The staff team have a responsibility to treat one another pleasantly and with courtesy and respect.

The staff team have a responsibility to be a team and support one another.

Opportunities will be offered over the year for well-being beyond work.

#### 8. **Stress reduction strategies**

A staff 'well-being lead' has been appointed to raise any concerns with the Head and to look for opportunities to promote good mental well-being.

Stress management action plans may be completed as and when necessary.

The Headteacher will make referrals for employees to Occupational Health professionals and or counselors/life coaches if necessary.

#### 9. **Monitoring and review**

The Headteacher will review this policy on an **annual** basis with the Senior Leadership Team, and will make any changes necessary.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

All members of staff should be aware that the Headteacher operates an open door policy and should let her know of anything may affect their health or well-being.