

***Winwick Church of England Primary School***



***Wellbeing Policy***

*In God's love, aspire and achieve to be the best'*  
1 Corinthians 16:14 'Do everything in love.'

Written by N Henaghen

## **Mission**

At Winwick Church of England Primary School, pupil, staff and stakeholder wellbeing is highly valued. We believe that all members of our school community should focus on looking after their wellbeing. Within the policy, we have set out our aims to help promote positive wellbeing that fosters a whole school approach to provide the tools, support and resources necessary to promote and develop positive wellbeing *“For we are God’s Handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do” (Ephesians 2:10).*

## **Aims**

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims

## **Promoting wellbeing at all times**

### **Role of all staff**

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

### **Role of Senior Staff Members**

Our Wellbeing Lead is: Nathan Henaghen

Senior Staff Members are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their staff
- Take any complaints or concerns seriously and deal with them appropriately using the school’s policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance

- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- Promote information about and access to external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- Conduct return to work interviews to support staff back into work
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Organise extra support during times of stress, such as Ofsted inspections.

### **Role of the governing board**

The Wellbeing Governor is Caroline Jenkinson and we have a designated committee for wellbeing as well as it being a standing agenda item on all committees.

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the headteacher
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work

- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them
- Ensure staff wellbeing is on the agenda in at least one meeting per term where surveys and feedback can be discussed along with strategies to improve the wellbeing of pupils, staff and other stakeholders
- Ensure that they take care of their own wellbeing and feel that they can communicate in the same way as staff when they are worried about their own wellbeing.

### **Communication with Staff:**

As much as possible we ask that messages to staff are verbally communicated or shared via email/staff chat (see below).

### **Office messages regarding pupils etc.**

If it is possible Office staff will deliver messages that come in during the day. Important information or if it does not need to be shared during the school day will be sent via email.

### **Communication through email:**

We understand that everyone likes to work at different hours but that it is difficult to switch off if you receive an email in the evening or at the weekend. Emails sent by school will be scheduled to arrive Monday-Friday 08:00am – 5.30pm. Staff will make every endeavour to not send emails out of these hours, however if they do staff are not expected to respond until their working hours. All staff emails will have the following footnote on.

*I recognise that your working hours may not be the same as mine. Please do not feel you need to address this email until it is within your working hours and fits with your own priorities.*

If you receive a message from a parent (via Google Classroom), there is no expectation that you reply out of school hours. Parents have been informed that as part of staff wellbeing, they will receive a reply during school hours.

### **WhatsApp groups**

There are 2 school WhatsApp groups:

WCEP Official: This group is only used for messages from the SLT. It will only be used in emergencies eg School shut because of snow. All staff with WhatsApp are asked to join this group.

School group: This is an informal group where birthday wishes etc are posted. Joining this group is optional.

## **Meetings**

Meetings, including staff meetings will only take place if there is a clear agenda and a need to hold the meeting. Staff meetings happen once a week (when necessary) and should not last more than 1 hour. When a longer meeting is needed, this will be communicated to the staff team via the Google Calendar in advance.

## **Google Calendar**

All meetings are booked through Google Calendar. We will try as much as possible not to book meetings during a member of staff's PPA.

## **Work life balance**

Certain events and timings of them have been planned to make sure that there is appropriate work / life balance. Examples include:

### **Meetings**

If there is a late event during the week, there will be no staff meeting.

### **Parent consultations**

These take place twice each year once in the Autumn Term and one in The Spring, where possible the first consultation will be held virtually via School Cloud. The second will be a face to face meeting with parents coming onsite. During these times, there will be no staff meeting.

### **School Summer/Christmas Fair**

This is our major social event of the school year and staff are expected to attend when possible. Where possible, at least one event will be held after school in place of a staff meeting.

### **Report Writing**

Teachers are given staff meeting times to write reports. The report format is reviewed annually to make sure that they are efficient and cover all the legal requirements.

### **School Productions**

There will only be one evening performance of a school production. The other will take place during the afternoon.

### **Policies and Procedures**

Policies are reviewed to reflect best practice and legal requirements but are also reviewed with the question, "How will this impact on wellbeing and workload?" Examples of changes made include our Feedback policy to reduce marking.

## **PPA**

We have arranged for all teacher's PPA sessions to be held in the afternoon. Staff can leave school at lunchtime and complete their PPA where best suits them.

## **Additional Time**

At times during the school year additional time, where possible, will be provided for staff to complete activities outside of the classroom. An example of this is, Subject Monitoring. SLT will endeavour to provide extra time out of class wherever possible but this is dependent on the needs of the children and cover support available.

## **Wellbeing Team**

The school has a wellbeing team made up of staff, governors and pupils. They reflect on any suggestions made and offer solutions to improve school wellbeing.

Examples include (for staff)

Staff buddy system

Staff 'Shout Out' board

Creating an outdoor staffroom

Including activities for staff during Wellbeing Week

Staff social wellbeing events (not compulsory to attend)

Moving as many governor committee meetings to an earlier start time and being mindful of staff who have to stay late. When a late meeting is planned, attendance via Microsoft Teams will be permitted.

Options to join wellbeing support provided by the Church and Local Liverpool Diocese.

## **Wellbeing Week**

Each year, in the Autumn Term, we hold a wellbeing week to help educate our pupils about the importance of positive wellbeing and mental health. During this week, resources ideas and support is made available to all members of the school community to help foster positive wellbeing. This information is also put on the school website and is made readily available to staff and parents.

## **Continuous Professional Development and Support**

As part of a Future's in Mind school, we have access to qualified mental health support staff who can help provide strategies and support for both our children and staff if needed. In addition, we aim to provide CPD to all staff and different aspects of mental health (including stress and anxiety) to all staff members with support strategies and advice that can be used for our pupils and themselves.

## **Supporting Staff**

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.

Our school has a staff insurance policy with the local authority. As part of this policy all staff have access to counselling via the People Asset Management SLA. This is private and school does not need to be informed. Information can be found on the My School Services website. Additional support can also be found at <https://www.nhs.uk/every-mind-matters/> .

Staff are always encouraged to discuss the need for time for family events eg Child's sports day, funerals, weddings with the Headteacher. If it is possible to support and accommodate you, we will.

## **Monitoring arrangements**

This policy will be reviewed annually by the school wellbeing team. At every review, it will be approved by the Personal, Development and Welfare Committee.

## **Links with other policies**

This policy is linked to our:

Appraisal policy

Behaviour policy

Capability procedure

Staff code of conduct

Absence policy