

Winwick Church of England Primary School



Wellbeing Policy

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Reviewed/Amended by:	L.Duckett
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Review Cycle:	Annually

Mission

At Winwick Church of England Primary School, we believe that the wellbeing of all members of our school community is important and place a high value on ensuring our wellbeing policy reflects this. 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 all. Through our vision, *"In God's Love, aspire and achieve to be the best"*, we understand that to enable our school community to flourish, we must consider how we can support the wellbeing of our school community to enable this vision to come to fruition.

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
- Outline help available to staff with any specific wellbeing issues they experience
- Outline things that are in place to support the children and families with their wellbeing
- 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 themselves and other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance, or direct them to a member of staff who may be better placed to support them with this
- Report honestly about their wellbeing and let other members of staff know when they need support, whilst considering what information would need to be confidential and not shared with a wider forum
- Contribute positively towards morale, team spirit and the wider culture of the school
- Use shared areas respectfully, such as the staff room or offices, ensuring they are left ready for the next person to use
- Engage with training opportunities that promote wellbeing, including their own

Role of Senior Staff Members

Members of our Senior Leadership Team: Mrs Laura Duckett (Headteacher), Mr Stuart Nicholls (Deputy Headteacher), Mrs Kelly Mather (Assistant Headteacher) and Mrs Hayley O'Brien (Business Manager).

Our Mental Health and Wellbeing Lead is: Mrs Jill Mills

Senior Staff Members are expected to:

- Maintain positive relationships with staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to staff
- Take any complaints or concerns seriously and deal with them appropriately using the school's policies and procedures, seeking the relevant advice and support where it is required/appropriate to do so
- 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, following the school's policies and procedures around this
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge, following the school's policies and procedures around this
- 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, where appropriate to do so, 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
- Provide opportunities for the efforts and successes of staff to be 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 Mental Health & Wellbeing Lead

- To promote and support mental health and wellbeing for the whole school
- Ensure staff are equipped with skills to support and manage pupil's with mental health in their learning
- To provide regular support and advice to the staff with their own mental health and wellbeing
- Support children on a day to day basis who experience any mental health issues and to offer strategies to aid their emotions. Work with pupils to develop coping skills to boost the children's resilience, self and confidence.
- To be mindful of their own wellbeing and to seek support, if required

In God's love, aspire and achieve to be the best'

1 Corinthians 16:14 'Do everything in love.'

Role of the Governing Body

The Governing Body are responsible for the wellbeing of staff, with the Personal Development, Behaviour and Wellbeing Committee (PDBW) being the designated committee for this. Wellbeing is a standard agenda item for this committee.

The school's Wellbeing Governor is Mrs Caroline Jenkinson.

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 (e.g if a child is being collected by someone different). Other important information or information that does not need to be shared before the end of the school day will be sent to staff emails.

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

The following WhatsApp groups are accessible to staff:

Emergency Info WCEPS: This group will only be used to communicate information that is required by all staff in an emergency, with the purpose of getting the information out as quickly as possible. This group will only be used by member of the Senior Leadership Team and sometimes the Site Manager (e.g. school closer due to adverse weather). All staff are asked to join this group. Where staff are unable to do so, an alternative will be agreed with the Headteacher. The Chair of Governors is also added to this group.

Team Winwick Social: This is an optional group which all staff are invited to join, should they wish to do so. This is an informal group for staff to communicate about more social aspects, such as birthdays or other social events. Staff are to ensure they abide by the school's Code of Conduct with regard to how they communicate within this group.

Staff Meetings/Briefings

Staff meetings are held at different points during the week/year for a range of purposes, including the sharing of information, professional development, etc.

A weekly morning briefing will take place on a Monday morning which outlines the key information for staff that week (staff are also expected to check the calendar daily for any updates). For staff who are not onsite for the briefing, an overview of the information is available within the morning briefing folder within the shared staff drive.

Information about weekly meetings for teachers/teaching assistants will be shared and added to the Google Calendar, with meetings usually lasting an hour. Where longer twilight sessions are to be held, staff will be informed in advance of this. When a longer meeting is needed, this will be communicated to the staff team via the Google Calendar in advance of the meeting start time.

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:

Parent Consultations

Parents' Evenings take place in the Autumn and Spring terms; these will replace the staff meeting for the week that they are held. In addition to this, SEND Parental Meetings will be held; these will be planned within the school day with the class teacher and SENDCo being released for the 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.

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, 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.

Wellbeing Support

Support is available in school; however we understand that support may also be required from elsewhere. Below are suggestions as to where additional support can be sourced.

Warrington Local Resources - <https://happyoksad.warrington.gov.uk/>

Samaritans - <https://www.samaritans.org/how-we-can-help/schools/step-step/>

116 123

Patient - <https://patient.info/mental-health>

Mental Health First Aid England - <https://mhfaengland.org/my-whole-self/>

Teacher and Staff Education Support - <https://www.educationsupport.org.uk/>

08000 562 561

Warrington Mental Health Crisis Team - 0800 051 1508

Suicide and Crisis Life line – 998

National Institute of Mental Health - <https://www.nimh.nih.gov/>

Young Minds - <https://www.youngminds.org.uk/>

Quell – free counselling for staff - <https://www.qwell.io/>