

## Emotional Health, Wellbeing and Welfare Policy for Staff

Policy Code:	HR34
Policy Start Date:	October 2018
Policy Review Date:	October 2021

Please read this policy in conjunction with the policies listed below:

- HR18 Staff Sickness Absence Policy
- HS5 Health and Safety Policy
- HR3 Grievance Policy
- HR23 Whistleblowing Policy

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## **1 Policy Statement**

- 1.1 This policy outlines The Priory Federation of Academies (the Trust) principles relating to the Health and Wellbeing of their employees.
- 1.2 Wherever referred to, Academy or Trust throughout this policy includes The Robert De Cheney Boarding House at The Priory Academy LSST, the Keyworth Centre at The Priory City of Lincoln Academy, the Early Years Setting at The Priory Witham Academy, Priory Training and the French Centre.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Human Resources Director.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

## **3 Introduction**

- 3.1 The Trust is committed to leading a mentally healthy organisation.
- 3.2 The Trust takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been adopted in relation to this duty.

These include:

- HR18 Staff Sickness Absence Policy;
- HS5 Health and Safety Policy;
- HR8A Equal Opportunities and Diversity Policy for Staff;
- HR3 Grievance Procedure;
- HR23 Whistleblowing Procedure.

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- HR11 Teachers' Pay Policy;
- HR2 Maximising Performance (Appraisal) Policy for Teaching Staff
- Support Staff Appraisal Process;
- SW4 Student Behaviour and Discipline Policy;
- SW5 Safeguarding and Child Protection Policy;
- HR19 Maternity Leave Policy;
- HR14 Paternity Leave Policy;
- HR31 Shared Parental Leave Policy;
- HR15 Time off for Dependants Leave
- HR25 Flexible Working Policy;
- SW3 Misuse of Drugs Policy.

All policies are published on the Trust website.

#### **4 Who This Policy Applies To**

4.1 This policy will apply to all employees working within The Trust.

#### **5 Aims**

5.1 This policy aims to ensure that the Trust:

5.1.1 Provides a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.

5.1.2 Recognises the key role of the Headteacher/Senior Leaders/Line Managers in enabling access to guidance, training and support.

5.1.3 Encourages staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.

5.1.4 Complies with all statutory requirements.

5.1.5 Develops and maintains a positive culture through regular communication and consultation with staff.

5.1.6 Develops an open and positive culture in which mental, physical and emotional wellbeing are taken seriously and in which staff are supported in order that they may seek any help and support they need.

5.1.7 Ensures that all staff are aware of the Trust's approach to health and wellbeing in the workplace through the Induction process.

5.1.8 Identifies the signs and symptoms that could lead to poor staff health and wellbeing and reduce these where possible.

5.1.9 Encourages the deployment of Wellbeing Champions at each academy.

## **6 Legislation**

6.1 Legislation that will be considered when promoting positive mental, physical and emotional wellbeing includes, but is not limited to:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;
- Working Time Regulations;
- Employment Rights Act 1996;
- Employment Relations Act 1999.

## **7 Responsibilities**

### **7.1 The Trust:**

The Priory Federation of Academies Trust has a responsibility for all of its employees. It is the expectation that everyone must take responsibility for their own health and wellbeing and be aware of the role model they are setting for others. The Headteachers will have regard to the wellbeing and resilience of all staff within their designated academies.

### **7.2 The Human Resources Department shall:**

7.2.1 Provide the necessary professional advice, support and training to the staff as and when required.

7.2.2 Assist with the referral of staff to occupational health, counselling or mediation when appropriate.

7.1.3 Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

7.2.4 Develop a mentally healthy strategy which is organised and responsive.

7.2.5 Carry out policy and practice reviews regularly.

### **7.3 Staff should:**

7.3.1 Seek support or help when they think they are experiencing a problem, if possible from a clearly identified line manager or named individual.

7.5.4 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress and, if appropriate, discuss with the Wellbeing Champion.

## **8 Support Mechanisms provided by the Trust**

### **8.1 Counselling and Cognitive Behavioural Therapy (CBT)**

8.1.1 Counselling can be provided where appropriate through the Human Resources Department's provider. This will be a confidential, independent service using professionally qualified counsellors.

8.1.2 CBT sessions can also be provided where appropriate through the Human Resources Department's provider. As an alternative to counselling, CBT is a talking therapy that can provide an employee with management techniques by changing the way they think and behave.

### **8.2 Mediation**

8.2.1 In addition to the Counselling and CBT Service, there is also a mediation service in order to assist employees to return to normal working relationships. Where this service is considered, it will be discussed with the employees affected by the situation.

### **8.3 Occupational Health**

8.3.1 The Trust's Occupational Health provider is accessed via the Human Resources Department.

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## **9. Policy Change**

- 9.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



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## **The Priory Federation of Academies Trust Emotional Health, Wellbeing and Welfare Policy for Staff**

This Policy has been approved by the Pay Performance and HR Committee:

Signed..... Name..... Date:  
Trustee

Signed..... Name..... Date:  
Chief Executive Officer

Signed..... Name..... Date:  
Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.