

Health and Wellbeing Policy for Staff

Policy Code:	HR34
Policy Start Date:	March 2022
Policy Review Date:	March 2025

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

- HS5 Health and Safety Policy
- HR3 Grievance Policy
- HR13 Annual and Special Leave and Absence Reporting Policy
- HR18 Staff Sickness Absence Policy
- HR23 Whistleblowing Policy
- Trust Workload Charter

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 This policy applies to all employees working for the Trust and aims to ensure that staff are appropriately supported in their workplace.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.4 This policy does not form part of any member of staff'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 Director of Human Resources.
- 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 recognises that mental health is as important as physical health and is aware that the majority of people who experience mental health difficulties can recover or learn to manage their symptoms, especially if they are supported early on.
- 3.2 The Trust recognises that its workforce is its most valuable asset. The Trust places an expectation on all staff to contribute to building healthy, supportive relationships in the workplace leading to a productive atmosphere where both staff and students flourish.

3.3 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
- HR3 Grievance Policy
- HR13 Annual and Special Leave and Absence Reporting Policy
- HR23 Whistleblowing Policy

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 Appraisal Policy for Teaching Staff. CEO and Directors;
- HR40 Support Staff Appraisal Policy;
- SW5 Safeguarding and Child Protection Policy;
- HR19 Maternity Leave Policy;
- HR14 Paternity Leave Policy;
- HR31 Shared Parental Leave Policy;
- HR21 Adoption Leave Policy;
- HR15 Time off for Dependants Leave;
- HR25 Flexible Working Policy.

All policies are published on the Trust website.

4 Aims

4.1 This policy aims to ensure that the Trust:

- Supports the wellbeing of all staff to avoid negative impacts on their mental and physical health.
- Provides a supportive work environment for all staff.
- Allows staff to balance their working lives with their personal needs and responsibilities.
- Ensures that staff understand their role in working towards the above aims.
- Facilitates employees active participation in a range of initiatives that support mental and physical health and wellbeing.

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- Recognises the key role of the Headteacher/Senior Leaders and Line Managers in enabling access to guidance, training and support.
 - Encourages staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
 - Complies with all statutory requirements.
 - Develops and maintains a positive culture through regular communication and consultation with staff.
 - 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.
 - Ensures that all staff are aware of the Trust's approach to health and wellbeing in the workplace through the Induction process.
 - Encourages the deployment of trained Wellbeing Champions at each academy.

5 Responsibilities

5.1 The Trust:

- The Trust has a responsibility for all of its employees. Headteachers/Service Leads will have regard to the wellbeing and resilience of all staff within their designated settings.
- The Trust will ensure that the employer's duties under the Health & Safety at Work Act 1974 are carried out as far as is reasonably practicable and ensure that the appropriate policies are in place in relation to the above.
- The Trust Strategic Wellbeing Committee will meet on a regular basis to discuss staff health and wellbeing and will plan initiatives and training to promote a mentally and physically healthy culture. Data will be reviewed from, but will not be limited to, the following sources:
 - Absence reports;
 - Staff turnover numbers;
 - Exit interviews;
 - Staff survey responses.

5.2 The Academy will:

- Ensure that all agreed risk assessments and reasonable adjustments within the work-place setting are implemented and reviewed, where deemed necessary with the support of the Human Resources Department.

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- Seek advice from the Human Resources Department in relation to any concerns regarding staff wellbeing.
 - Oversee the work-life balance of employees and advise and guide where concerns arise in relation to this.
 - Seek opportunities to highlight wellbeing and create a positive environment where employee achievements are recognised and rewarded.

5.3 The Human Resources Department will:

- Provide professional support and signpost to professional services.
- Arrange training for staff, as and when required.
- Assist with the referral of staff to counselling and occupational health services when appropriate.
- Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.
- Ensure that policies are in place to ensure that the appropriate risk assessments are carried out.
- Actively promote a culture where wellbeing is supported and a positive working environment is established.
- Ensure that prospective employees are asked to confidentially disclose health issues through the health declaration to enable reasonable adjustments to be identified and, if possible, implemented prior to employment commencing.

5.4 Staff will:

- Take responsibility for their own health and wellbeing and be aware of the role model they are setting for others.
- Seek support or help when they think they are experiencing a problem, if possible from a clearly identified Line Manager, Wellbeing Champion or named individual.
- Where they believe that they are suffering from work-related stress, refer to the HS5 Health and Safety Policy and seek appropriate support
- Be supportive if they notice any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.
- Help to create a healthy and positive working environment.

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- Disclose any relevant health and wellbeing information to the Trust to identify and implement any support measures to sustain attendance and support with health and wellbeing.

6 Support Mechanisms provided by the Trust

6.1 Mental Health First Aid and Wellbeing Champions

- Each setting has access to staff who are designated Wellbeing Champions who have been trained as Mental Health First Aiders. Wellbeing Champions are best placed to know what will work best for their setting and are allowed dedicated time to support their setting by promoting health and wellbeing and offering signposting services.

6.2 Counselling and Cognitive Behavioural Therapy (CBT) and Professional Supervision

- Counselling can be provided where appropriate through the Human Resources Department's provider. This will be a confidential, independent service using professionally qualified counsellors.
- CBT sessions can be provided where appropriate through the Human Resources Department's provider. As an alternative to counselling, CBT is a therapy that can provide an employee with management techniques to change the way they think and behave.
- Professional Supervision can be provided where appropriate through the Human Resources Department's provider. This is a positive and enabling process that offers the opportunity for staff to reflect on work practice.

6.3 Occupational Health

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

7 Confidentiality

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- Any information an employee provides to the Trust about a member of staff's/their health and wellbeing will be processed lawfully and in accordance with the Trust's data protection policies. The Trust recognises that such data is sensitive and will handle it in a confidential manner: however, our duty of care may require that information is shared with the Headteachers/Service Leads, the Human Resources Department and external agencies.

8 Legislation

8.1 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.

9 Policy Change

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



The Priory Federation of Academies Trust Health and Wellbeing 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.