

STAFF WELLBEING POLICY

HOLLINGBOURNE
PRIMARY SCHOOL

Approved by Governing Body: March 2021

Reviewed by GB: March 2022

Date of next review: March 2023

Introduction

Hollingbourne Primary School believes in educating the heart as well as the mind and as such, the wellbeing of the whole school community is paramount.

We recognize that staff are our most important resource. We strive to value all staff through personal and professional support, involvement in school decisions as well as access to professional development.

In addition to acknowledging the school's responsibility to staff wellbeing, staff have the primary responsibility for their own health and wellbeing. This involves taking care of oneself and letting the school know about any aspect of work or the working environment which may be affecting health.

Our practice

In practice, Hollingbourne Primary School will:

- Carry out wellbeing questionnaires so that leaders can assess the wellbeing of the school team as a whole and enable all staff to confidentially share thoughts and feelings.
- Keep staff up to date with wellbeing initiatives across the county or within school via email or text.
- Have regular opportunities to allow staff to discuss wellbeing issues. This may be within a group at staff meetings/ INSET days or maybe individually through termly supervisions.
- Provide a range of strategies for involving staff in school decision making processes.
- Provide additional support in particularly stressful times.
- Encourage staff to use Care First (see links below for more information).
- Ensure all staff have access to professional development opportunities.
- Ensure staff have knowledge of and access to union representation.
- Regularly review the demands on staff time to see if things can be done differently
- Ensure a positive school ethos where everyone is valued.
- Through training and building security, provide staff with a sense of safety and the confidence to deal positively with stressful incidents.
- Respond sensitively and flexibly to external pressures impacting on staff lives
- Maintain contact with staff when they are absent from work for a long time, and provide support on their return to work.
- Respond to any issues highlighted in the wellbeing questionnaire or discussions with staff.
- Encouraging staff to engage with each other to create constructive and effective working relationships across the School.
- Sharing ideas to maintain a reasonable and appropriate work life balance.
- Encourage and support staff to take responsibility for their own health and well-being.
- Collaborate with people we know and trust and sharing concerns for our health and well-being.
- Treating colleagues and all other persons with consideration, respect and dignity.
- Ensure that staff are able to approach and feel supported by senior leaders in school, including the headteacher.
- Ensure wellbeing is a recurring item of the governing body meeting agenda.

We have a nominated member of staff- *Mrs Alison Dix*- who leads on wellbeing for our school community.

We also have a nominated governor for wellbeing- *Mrs Joyner*

Wider strategies adopted:

Other strategies which are offered to staff to support their wellbeing are:

- Access to KCC reward gateway
- Incentives and rewards which are not monetary
- Guardian angel weeks
- Rewarding excellent staff attendance
- Offering time in lieu rather than overtime (as time is more valued than money to support wellbeing)
- Offering teachers PPA time at home where possible
- Offering all staff access to a Whatsapp group where personal connections can be made with each other and informal support offered
- Creating a staff birthday list

The wellbeing of the headteacher

In order to lead the school community, it is important to value the wellbeing of the head teacher. This can be achieved through:

- Regular, weekly PPA time
- Access to coaching and mentoring providing support as well as challenge
- Support from the school governing body, including specific pastoral support from the Chair of Governors
- Support from the local authority where necessary
- Access to any wellbeing support provided by the Local Authority
- Access to support materials and advice line from the head teaching union
- Access to support from the Kent Association of Headteachers
- Delegation of tasks and responsibilities to leaders and staff, in particular the DHT

Links to other sources of support:

<https://www.kelsi.org.uk/hr-information-and-guidance-for-kent-maintained-schools/information-for-staff-in-kent-maintained-schools/occupational-health>

<https://www.kelsi.org.uk/hr-information-and-guidance-for-kent-maintained-schools/information-for-staff-in-kent-maintained-schools/staff-counselling>

<https://www.kelsi.org.uk/hr-information-and-guidance-for-kent-maintained-schools/information-for-staff-in-kent-maintained-schools/mediation>

<https://www.kelsi.org.uk/hr-information-and-guidance-for-kent-maintained->

[schools/information-for-staff-in-kent-maintained-schools/staff-care-helpline](https://www.kent.gov.uk/schools/information-for-staff-in-kent-maintained-schools/staff-care-helpline)

Other policies linked to this well being policy:

Whistle Blowing
Staff Grievance
Equality Policy
Pay Policy
Induction Policy
Health and Safety Policy
Managing staff absence