



# Kea School

## Wellbeing Policy (Staff)

<b>Approved by:</b>	Full Governors	<b>Date:</b> 04.10.2021
<b>Last reviewed on:</b>	Autumn Term 2021	
<b>Next review due by:</b>	Autumn Term 2024	
<b>Signed By:</b>		<b>Name:</b>

## **1. Introduction**

1.1 Kea School are committed to promoting positive mental, physical and emotional wellbeing and will aim to provide suitable support for all members of staff.

1.2 All staff are entitled to be treated fairly and professionally at all times. The governing body takes very seriously its duty of care to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Staff Attendance Policy
- Staff Code of Conduct
- Health and Safety Policy;
- Bereavement Policy
- Grievance Procedure
- Whistleblowing Procedure.

## **2. Aims**

2.1 Kea School governing body are committed to;

2.1.1 Provide a working environment for all employees where wellbeing is supported, enabling staff to carry out their duties effectively.

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

2.1.3 Provide a safe physical, psychological and cultural environment that enables and actively supports health and wellbeing.

2.1.4 Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek help and support.

2.1.5 Ensure that all staff are aware of the wellbeing policy through staff notice boards and electronic systems.

2.1.6 Identify the hazards that could lead to poor staff wellbeing and reduce these where possible.

2.2 Kea school will endeavour to;

2.2.1 Ensure this policy is understood and that there are procedures in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for staff with common mental and physical health problems and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.

2.2.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.

2.2.3 Enlist the support of Cornwall Council's HR function and Occupational Health, when appropriate, and ensure staff are able to access this support.

2.2.4 Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach to wellbeing. All performance management discussions should include a discussion about the employee's wellbeing.

2.2.5 Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.

### **2.3 Staff should:**

2.3.1 Seek support or help when they think they are experiencing a problem, and if possible speak to a clearly identified individual in the school.

2.3.2 Act in a manner that respects the health and safety needs of themselves and others whilst in the workplace.

2.3.3 Consider wellbeing support mechanisms available e.g. counselling.

2.3.4 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

## **3. Support**

3.1 Staff should feel confident to speak with their Headteacher or another senior colleague within the school about any concerns they may have which is impacting on their mental health or wellbeing. They will be able to discuss what support may be provided in school and consider whether additional support from external providers may be appropriate. Staff should always seek medical support from their GP if they require urgent help.

External providers available to support employees include:

### **3.1.1 Education Support**

Education Support is the only UK charity dedicated to improving the health and wellbeing of the whole education workforce. The charity offers a free confidential help and support line to all education employees, and have trained counsellors to listen without judgement. The helpline is available 24 hours a day and is on 08000 562561.

### **3.1.2 Occupational Health**

Kea School has access to Cornwall Council Occupational Health provider. Referrals can be made to enable an employee to discuss any concerns about their health and wellbeing with a specialist trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work

### **3.1.3 Specialist organisations**

There are a number of charities and organisations who are available to support staff wellbeing. A list of key websites is provided at Appendix A.

## **4. Communication**

4.1 Kea School will communicate this Wellbeing policy to their staff and will put in place local initiatives and action appropriate support for the wellbeing of their staff team.

4.2 The headteacher and deputy headteacher will monitor the wellbeing of their staff on a regular basis and will undertake staff wellbeing surveys as appropriate.

4.3 The headteacher and deputy headteacher will ensure that staff are given an opportunity to reflect upon their wellbeing at every performance management discussion.

### Useful Websites

Alcoholics Anonymous in Cornwall [www.aa-cornwall.co.uk](http://www.aa-cornwall.co.uk) 24-hour support and advice on alcoholism. Helpline is 0800 9177650

Anna Freud National Centre for Children and Families [www.annafreud.org](http://www.annafreud.org) Website providing support and information on mental health matters

Education Support [www.educationsupport.org.uk](http://www.educationsupport.org.uk) Providing 24hour support to all education staff. Helpline is 08000 562561

Gingerbread [www.gingerbread.org.uk](http://www.gingerbread.org.uk) A charity supporting single parent families.

Mind [www.mind.org.uk](http://www.mind.org.uk) Information and support on managing a mental health problem.

NHS 111 [www.nhs.uk/nhs111/nhs](http://www.nhs.uk/nhs111/nhs) National Health Service advice and guidance on urgent medical matters

Relate <http://www.relate.org.uk> UK's largest provider of relationship counselling and sex therapy.

Samaritans [www.samaritans.org](http://www.samaritans.org) Offers confidential, non-judgmental support to individuals 24 hours a day