

Written by: Staff Wellbeing Group	Date: March 2021	First Review: March 2022 Then every 3 years
Authorised by: Headteacher	Published: staff handbook and school website	

Introduction

Rutlish School is committed to protecting the health, safety and welfare of our staff. The Headteacher and Governing Body recognise the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of their health. The school recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day. Where staff are contracted to work unmeasured time, for example the Senior Leadership Team, the Headteacher and Governing Body will ensure that the schools' requirements and expectations are reasonable. Therefore, the purpose of this statement is to outline the responsibilities of the school and staff members in supporting wellbeing and promoting mental health, and prevent stress.

This statement forms part of the staff handbook and should be read alongside the professional code of conduct and relevant school policies. It has due regard to relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

Remit of the Staff Wellbeing Group

- To have representatives from all areas of the school workforce
- To seek views of the staff body
- To meet once every half term
- To meet with the SLT member responsible for staff wellbeing termly
- To agree priorities for staff wellbeing development with the Headteacher and action these
- To create and publish staff wellbeing bulletins regularly
- To facilitate staff training on wellbeing and mental health
- To evaluate the staff wellbeing action plan and report outcomes to the staff, Senior Leadership Team and Governing Body

Aims

- Embrace the many existing school practices that support staff health and wellbeing
- Enable the staff wellbeing group to support the health and wellbeing of all staff
- Establish effective strategies and efficient collaboration with the view to reducing workload where appropriate
- Provide a supportive work environment and listening culture 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
- Help staff with any specific wellbeing issues they experience
- Motivate staff to continue to develop professionally, distribute leadership and understand accountability
- Staff voice and surveys will be carried out regularly and results acted upon
- Attract and retain a calibre of staff needed to provide an excellent quality of education for our students
- To use the expertise from external providers to support the above aims.

Support for staff

- There is a clear line management system in place for support
- There is an appropriate balance of teaching and non-teaching staff
- Appraisal reviews will offer the opportunity with appraisees and appraisers to share any concerns they may have about workload or ability to balance work with other aspects of their life
- Trade Union representation is good and meet regularly with the Headteacher
- There are weekly staff briefings and calendared meetings
- Regular professional development sessions are scheduled to support all staff
- Place2Be provide a staff wellbeing service where discussions are confidential and do not have to be work related.
- Health Assured - Merton Employee Assistance Programme is a 24 hour helpline to support staff through any challenges they are facing including pressures of balancing work and home life stresses during this time. Call (for free) 0800 030 5182 or access the portal at www.healthassuredeap.com
- Staff wellbeing bulletins detailing other support are published regularly

Monitoring and Evaluation

- The staff wellbeing group will create an action plan based on agreed priorities. This will be aligned with the school development plan, school vision and ethos
- Progress of the action plan will be discussed at staff wellbeing group meetings and with the SLT member responsible for this area
- Outcomes of the action plan will be reported to the staff, SLT and Governing Body annually