



Wetherby Kensington
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Staff Wellbeing

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Policy reviewed by: Lauren Vallely

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Reviewer's Signature: *Lauren Vallely*

Head Teacher's Signature: *Helen Lienes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Staff Wellbeing Policy

INTRODUCTION

At Wetherby Kensington we recognise that our staff are our most important asset and resource. It is essential that all staff feel part of a valued team and are supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We seek to ensure that staff have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

AIMS

We aim to ensure that Wetherby Kensington:

- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- helps staff to manage their family and work responsibilities
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making

ROLES AND RESPONSIBILITIES

The Headmistress, Senior Leadership Team (SLT), and school staff will work towards an ethos where everyone is valued, where respect and honesty are key to all school relationships and where health and wellbeing are held central to school practice. All staff are expected to show respect and empathy for each other, and to treat confidential information sensitively.

The Governing Body is responsible for:

- fulfilling its duty of care as an employer
- monitoring the workload of the Headmistress
- receiving any concerns from members of staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- considering how its own members are treated and valued

- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- operating a sensitive performance management policy

The Headmistress and SLT are responsible for:

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- ascertain staff requirements for personal and professional development and provide activities and training as required such as team building, management of change, stress management, assertiveness, communication
- providing a non-judgmental and confidential support system such as coaching, mentoring and pastoral support for staff
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and involving staff in school decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- ensuring that staff are equipped with the right training to fulfil their role with confidence
- ensuring that staff feel valued
- planning the year's timetable considerably bearing in mind staff commitments
- providing a set budget for staff facilities, environment and welfare
- providing opportunity for staff to discuss their career and professional development
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- ensuring the accessibility of SLT to members of staff
- ensuring that there are effective methods of communication within school
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- ensuring that a mentor system operates within the school and that a staff induction process is in place
- conducting risk assessments for work-related stress
- relevant time protected for staff such as non-contact time (NCT), exam marking etc.

The Headmistress implements these responsibilities with the support of the Senior Leadership Team, who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- treating one another with empathy, respect and kindness
- taking care of their own health and safety at work and communicating with key staff where they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues

- valuing all members of staff in the school and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of school life where possible to build morale and team spirit
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate workspaces

EXAMPLES OF GOOD PRACTICE MAY INCLUDE:

Universal Support

- providing lunch and refreshments during the school day and Inset training
- carrying out team-building exercises as part of staff CPD
- providing yoga or fitness activities for staff (subsidised where possible)
- giving staff the option to plan their own social activities
- holding designated health and wellbeing days
- celebrating staff achievements
- spaces for staff to be able to meet, relax and work
- providing opportunities for building morale and promoting wellbeing (e.g. end of term parties, staff birthday celebrations, croissant mornings)
- involving school in the development of the school through contributions to the Self Evaluation Form and Team Development Plans

Targeted and Specialist Support

- providing pastoral services – drop-ins and confidential sessions on a termly basis
- access to Employee Assistance Programme (EAL) through Health Assured
- opportunity to discuss wellbeing during individual staff appraisals
- mentoring system for all new staff
- training around mental health and emotional wellbeing

Support in Specific Circumstances

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the school will continue to support even when external services are involved.

Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside the school. This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis.

This policy will be reviewed annually