



Staff Wellbeing Policy



AIMS

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment 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, responsibilities and health
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims

PROMOTING WELLBEING AT ALL TIMES

All Southampton Hospital School (SHS) is fully committed to providing good working conditions and health and safety standards beyond the basic standards set out in the Health and Safety at work Act 1974. SHS aims to be a 'healthy organisation' with engaged and positive employees who recognise the school's commitment to their health and wellbeing.

There is strong evidence showing that organisations who support the health and well-being of their staff achieve a range of positive outcomes, and those prioritising staff health and well-being achieve enhanced performance, are better at retaining staff and have lower rates of sickness absence.

The level of health and well-being of the workforce is therefore a key indicator of performance outcomes. The evidence makes it clear that cultures of engagement, mutuality, caring, compassion and respect for all, provide the ideal environment within which to care for the health of our staff.

The Health and wellbeing of SHS employees will be achieved through a number of wellbeing initiatives, support mechanisms and joint working between employees and external parties, such as UHS clinical psychologists, Occupational Health Consultancy and Health Assured.

The purpose of this document is to set out the overarching Health and Wellbeing strategy and themes for the school. The strategy covers both preventative activity to minimise the risks of ill health and reactive activity to support staff with health and wellbeing concerns.

The strategy views health and wellbeing from two perspectives: organisational responsibility and work based action; as well as encouraging employees to take responsibility for their own health and wellbeing outside of work as part of their everyday life.

SHS recognises that there are a number of metrics that can indicate the overall health of the workforce. These include though are not limited to:

- Sickness absence rates and trends
- Staff turnover rates
- Staff survey results
- Staff absence related to stress

Sickness Absence rates and trends are monitored by the Headteacher and business officer and reported to Hamwic HR and the governing body as appropriate. Return to Work interviews are conducted for all absences to allow staff to raise any concerns or issues around their wellbeing and mental health.

ROLE OF ALL STAFF

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or classrooms
- Take part in training opportunities that promote their wellbeing

ROLE OF SENIOR TEACHERS

Senior teachers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their staff
- Take any complaints or concerns seriously and deal with them appropriately using the school's policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- Promote information about and access to external support services, including Hamwic wellbeing initiatives
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- Conduct return to work interviews to support staff back into work
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation

ROLE OF HEADTEACHER

The Headteacher is expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services, including Hamwic wellbeing services and initiatives
- Organise extra support during times of stress, such as Ofsted inspections

ROLE OF THE GOVERNING BOARD

The governing board is expected to:

- Nominate a named governor for health and wellbeing
- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the headteacher
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

PROMOTING WELLBEING AT ALL TIMES

SHS is aware that the nature of our school means that staff are potentially exposed to grief/loss and complex and upsetting case histories on a more frequent basis than in a mainstream setting. The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Agreeing flexible PPA/working arrangements, allowing staff to work from home where possible.
- Providing additional paid therapeutic support from NHS clinical psychology team
- Conducting remote meetings where possible, reducing unnecessary travel or time
- Ensuring that teachers undergoing lone working are involved in regular team meetings and are given time for supervision and discussion of difficult cases with leaders and/or psychologists
- Senior teachers offering supportive coaching for staff members struggling with workload, to identify and fix problems early.
- Ensuring that all monitoring and QA processes are accompanied by discussion with teachers to allow their views to be fully heard: full lesson observations are not deemed appropriate in this setting due to pupil and staff wellbeing.
- Ensuring that work-life balance is upheld through the setting of deadlines and tasks: no task will be set at the end of the working day with completion expected the next working day
- Ensuring that work emails are sent during appropriate times, to avoid the need for late night communications.
- Ensuring that staff are given time to hand-over at the end of the working day
- Giving staff time off to deal with a personal crisis
- Arranging external support, such as Health Assured counselling and occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.

MONITORING ARRANGEMENTS

This policy will be reviewed annually by Headteacher and will be approved by the full governing board.

SHS Staff Wellbeing Policy			
Version	Version 1	Approved by	SHS Governing Body
Date last amended	May 2021	Approval date	May 2021
Lead officer	Nell Giles	Review date	May 2022
Contact	head@SouthamptonHospitalSchool.co.uk	Effective date	September 2020