



# ENDEAVOUR Federation

## Staff Wellbeing policy for all School Staff

**Date approved**

*May 2024*

**Review Period**

*Every 3 years*

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## 1. Introduction

- 1.1 Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health needs, school's can improve the general wellbeing of employees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems. Similarly, promoting physical activity and encouraging healthy eating, can help employees manage stress and weight loss, while also improving concentration and alertness. Staff who exercise regularly and eat a balanced diet also report less illness and are more likely to recover more quickly from any illness they experience.

## 2. Scope

- 2.1 **This policy applies to all school employees.** This workplace mental health and wellbeing policy covers the following areas:

Promoting mental wellbeing by:

- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health

- Encouraging physical health by promoting and providing physical activity across the schools
- Equipping managers and leaders with the skills to: Identify and assist those with mental ill health
- Raising awareness of mental and physical wellbeing across the schools
- Creating a culture that supports the wellbeing of all employees
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health
- Retaining and supporting staff who develop mental ill health

### 3. **Aim of the Policy**

#### • 3.1

To create a workplace culture that promotes and supports the health and wellbeing of all staff

To support staff to attend regular staff wellbeing activities throughout the schools

To encourage employees to be proactive in their own mental wellbeing and utilise available services

### 4. **Objectives**

4.1 To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff enduring difficult periods

- Provide employees information on mental health issues to help raise awareness – staff wellbeing boards in staff rooms
- Deliver non-judgemental support to any staff member experiencing a mental health issue via their line manager and/or the MHFA team
- Provide all staff access to the mental health policy
- Ensure the staff wellbeing team have a representative from each school that meet 3 times a year
- Ensure that each school have staff wellbeing champions
- Deliver a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play
- Provide ways for staff to support their own mental wellbeing, for example through stress-buster activities, lunchtime activities and social events
- Have a flexible working policy embedded in the school
- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
- Ensure effective communication between managers, staff and teams
- Provide all Designated Safeguarding Leads access to regular supervision

4.2 To provide support and guidance for any member of staff experiencing mental ill health

- Staff wellbeing team to regularly consider working conditions and the organisation's policies are having an effect on mental health
- Ensure staff members with mental health needs are treated fairly and without judgement
- Encourage staff to talk to a mental health first aider, HR, occupational health, EAP service, a counsellor or GP
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned
- Ensure all staff are aware and have access to the EAP service

#### 4.3 To encourage the employment of people who have experienced mental ill health

- Show a positive attitude to employees and job applicants with mental health issues, including having positive statements in recruitment literature
- Ensure that all staff involved in the recruitment process are aware of mental health needs and the Disability Discrimination Act
- Do not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
- Ensure that all line managers have the skills to manage mental health in the workplace and are able to refer staff to the MHFA within the schools

#### 4.4 Physical Activity

- To raise awareness of the importance of physical activity for managing stress and maintaining mental wellbeing
- Staff wellbeing team promote information on the importance of physical activity
- Provide physical activities within the school that can help staff manage stress and back pain, as well as improving mental alertness and concentration

#### 4.5 Social wellbeing

- To ensure that staff have access to regular social activities to establish new relationships, provide opportunities for social support and foster a sense of belonging within the school's.

### 5. **Communication**

- 5.1 All employees will be made aware of the workplace mental health and wellbeing policy - and the resources that are available to them. The workplace mental health and wellbeing policy will be included on the school's website, as well being discussed during inductions. It will also be promoted each year via SLT.

### 6. **Review and monitoring**

- 6.1 The Staff wellbeing lead will be responsible for reviewing the workplace wellbeing policy, as well as monitoring its effectiveness.

## Relevant Associated Policies

- ✓ Attendance Management Policy
- ✓ Leave of Absence Policy
- ✓ Maternity Leave Policies
- ✓ Flexible Working Policy
- ✓ Parental Leave Policy
- ✓ Adoption Leave policy