



# Godalming Junior School

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns you should contact our Designated Safeguard Leads, Adam Samson, Kate Wilkinson, Louise Munz and Nancy Kirby*

## STAFF MENTAL HEALTH AND WELLBEING POLICY

**This policy was introduced: Autumn 2022**

**This policy will be reviewed next: Autumn 2023**

**This policy will be reviewed by: The Safeguarding Committee**

**The Staff Wellbeing Lead is: Mrs George Sawyer**

### Purpose

Today, every UK workplace has a duty of care requirement to look after the health and safety of employees, including their wellbeing. Yet 3 in 5 people have had mental health issues due to work (Mental Health at Work Report 2017). In light of this, promoting and protecting staff wellbeing in the workplace is important for every work place. Supporting the policy is the [School Approach to Workload and Wellbeing](#) document for staff and the school Equality Policy.

### Aims

- To create a workplace culture that promotes and supports the health and wellbeing of all staff
- To promote healthy lifestyle choices
- To ensure all staff are provided with a safe, healthy and positive physical environment within which to work and rest
- To support staff in suggesting strategies to manage both work related and home related health and wellbeing issues using the [HSE Talking Toolkit](#)
- To ensure a sensitive approach is taken in response to external pressures that affect the lives of all staff members
- To promote cooperative and respectful relationships throughout the school
- To align the school approach to mental health and wellbeing with the [DFE Education Staff Wellbeing Charter](#) (2021)
- Take account of the [Anna Freud Wellbeing Measurement for Schools](#) and use the Staff Wellbeing Survey each year.

### Our school wellbeing aims and values - Love, Live, Learn

At Godalming Junior School we are committed to providing a setting where all members of staff at all levels are supported and are able to fulfil their roles in a thriving setting in order to promote the highest possible standards.

At Godalming Junior School, our mental health and wellbeing policy covers the following areas:

#### Mental Wellbeing

Promoting mental wellbeing by:

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

#### Physical Wellbeing

Encouraging physical health by:

- Promoting physical activity across the school

- Promoting the importance of a healthy, balanced diet
- Encouraging staff to undertake physical exercise

### **Management and Leadership inc. School Wellbeing Team**

- Equipping school leaders and teams with the skills to: identify and assist those with mental ill health e.g. signposting them to engage with the Employee Assistance Programme
- Raising awareness of mental and physical wellbeing across the school
- Carry out the annual MHW Staff Survey, collate findings, update action plan and feedback to staff

### **Support for employees**

Offering support to staff by:

- Creating a culture that supports the wellbeing of all staff
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health

### **Employment for those with mental health issues**

- Making any necessary adjustments to the role/environment, with possible support from the local authority
- Establishing agreed recruitment practices and protocols
- Retaining and supporting staff who develop mental ill health e.g. signposting them to occupational health or the Surrey Employee Assistance Programme

### **Roles and responsibilities**

**School leadership (School Wellbeing Team) and governors are responsible for:**

- Support measures taken to encourage an open and supportive culture throughout the school.
- Champion good management practices and appropriate policies, which encourage an effective work-life balance.
- Promote effective communication channels and clear procedures for staff to follow.
- Respond with sensitivity and flexibility to external pressures that may impact on the lives of staff members but ensuring the efficient running of the school.
- Devise wellbeing action plans and carry out reviews based on survey outcomes to inform the school improvement planning process

**Staff Members will:**

- Treat all other staff with consideration, respect and kindness to help maintain an open and supportive culture.
- Have the opportunity to share their views, ideas, feelings and concerns relating to the school at formal meetings, informal gatherings or other appropriate channels.
- Make themselves aware of the school's policies and practices, which will assist them to work effectively in their role and as part of a team.
- Identify opportunities for their own professional development and take advantage of those offered by the school.
- Take responsibility for their own health and wellbeing and take advantage of any initiatives and advice provided for them by the school.
- Take equal responsibility for the reasonable maintenance of the school physical environment.

### **The Wellbeing Lead/Team will:**

- Ensure that the Staff Mental Health and Wellbeing Policy is reviewed and updated when required.
- Organise, in response to staff consultation, appropriate events and initiatives to promote mental health and wellbeing.
- Monitor and review Staff Wellbeing through an annual staff survey and informal discussions.
- Liaise with the HT and SLT to ensure appropriate training/ support is in place to for individuals who may need extra assistance including inset.
- Provide advisory information and further signposting towards professional bodies.
- Refer to documentation such as the Anna Freud Wellbeing Measurement for Primary Schools tool, The DfE Education Staff Wellbeing Charter and the HSE Education Talking Toolkit.
- Ensure school is carrying out its legal obligations in line with the Equality Policy and not discriminating staff members either accessing support or accessing events due to cost

### **Procedures and Actions to promote Staff Wellbeing:**

- All new staff to receive a staff induction pack and review schedule
- Staff working in new roles to receive coaching, ongoing support and review schedule
- All staff to have awareness and access to additional professional advice that is available to the school, such as Occupational Health and Employee Assistance Programme
- SLT to promote an Open Door Policy and maintain confidentiality, uphold employees' rights and deal with all employees equally and sensitively
- Regular communication via staff briefings. Class teachers - Friday mornings at 8a.m and LSAs Wednesdays at 10a.m
- Social events - some events, such as Christmas, are subsidised and food provided for Parents' Evenings
- All staff encouraged to contribute to School Improvement Plan
- INSET days - all staff are invited and where possible classroom preparation time is included
- Paid leave for occasions such as graduations, weddings and funerals
- Teachers 'Green Ticket' - Day out of class chosen by teacher
- Release time for Senior Leaders and Subject Leaders
- '10richment' offering creative opportunities for teachers to plan events and activities
- Staff given the option of having PPA away from school
- Work/Life balance weeks when no after school meetings are scheduled
- Staff encouraged to make links/visit with other schools to further their own development
- CPD for all staff - at least one course paid for in full on request by any member of staff.
- Annual Staff Wellbeing Survey carried out
- Other areas identified in the GJS Staff Wellbeing Pledge