



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 Child Protection Officers, Adam Samson, Jonathan Poole or Karen Sutton

STAFF MENTAL HEALTH AND WELLBEING POLICY

This policy was introduced: Autumn 2021

This policy will be reviewed next: Autumn 2022

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 [HSE Talking Toolkit for Schools](#).

Aims

- To create a workplace culture that promotes and supports the health and wellbeing of staff at all levels
- 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 by carrying out annual staff surveys on the demands of their various roles (at all levels) and mitigate the risk of work-related stress using the HSE Schools Toolkit
- To ensure SLT (Senior Leadership Team) and leaders create, monitor and have oversight of annual action plan to prevent work-related stress - to be carried out in line with SIP (School Improvement Plan) process
- To support staff in suggesting strategies to manage both work related and home related health and wellbeing issues in confidence to their line manager, which may result in an individual stress risk assessment, which will be kept under review
- To support staff suffering from work-related stress by implementing an individual risk assessment in consultation with them and reviewed. This will also be created by consulting the individuals job description, appraisal targets including performance, leadership responsibilities, school code of conduct and seeking external HR support, if required
- 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)

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 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

- Equipping school leaders 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

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 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.

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 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 health and wellbeing.
- Monitor and review Staff Wellbeing through an annual staff questionnaire 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.
- Complete workload audits.
- Provide advisory information and further signposting towards professional bodies.

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