



Staff Wellbeing Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable

Ysgol Dyffryn Conwy

Staff Wellbeing Policy

Introduction

As staff employer at Ysgol Dyffryn Conwy, the Governing Body recognizes the statutory responsibilities for employment. The head teacher and line managers, senior and middle managers are responsible for day-to-day management of staff. The policy refers to the responsibilities of the Governing Body / Head for operational purposes, together with the responsibilities of members of the workforce to themselves and their colleagues. The highest responsibility lies with the Governing Body and the Local Authority as employers

The Governing Body of Ysgol Dyffryn Conwy is committed to promoting positive mental, physical and emotional wellbeing, and will provide suitable support to all staff. Taking action to avoid illness and promote good health makes sense educationally and business- wise, as sickness absence has an impact on the budget, performance, teaching and learning, moral and productivity of the school and as a result on student progress.

Teaching staff and non-teaching staff have the right to be treated fairly and professionally at all times. The Governing Body of Ysgol Dyffryn Conwy takes its duty of care seriously as an employer of all staff and a number of policies and procedures have been created in relation to this duty.

Links with other policies

This policy should not be viewed in isolation as it has clear links with the following school policies:

- Health and Safety Policies
- Staff Managing Attendance Policy
- Flexible Working Policy
- Equality Policy
- Whistleblowing Policy
- Complaints Procedure
- Disciplinary Procedure
- Child Protection / Safeguarding Policy
- Behaviour Policy
- Substance Misuse Policy

The Governing Body recognizes the importance of workforce unions in promoting and maintaining a strong health and well-being environment.

Parts of the following legislation are considered in promoting positive mental, physical and emotional wellbeing, but not just:

- Health and Safety at Work Act 1974
- Equality Act 2010
- Working Time Regulations
- Employment Rights Act 1996
- Employment Relations Act 1999.

Objectives:

Activities within the school, as far as is practicable, will be safely met without risk to the health of our employees. In order to promote this we are all responsible for undertaking daily health and

safety processes within the workplace to ensure a safe and healthy work environment, and to ensure safe systems of work are maintained.

Relevant information and training for staff is provided to ensure they are qualified to do their work without danger risks for others and reducing the risk for themselves and others.

All members of the school community are responsible for implementing the school's Health and Safety policies and promoting a positive health and safety environment that will be supported practically by senior management, central and special day-to-day management members. This is also supported by the governors in their role as the critical neighbour of the school and as the Governing Body of the school.

Staff as individuals are encouraged to take responsibility for their own mental, physical and emotional well-being.

In order to promote this, it is important that:

- Health and safety is a permanent matter at the school's staff, management and departmental meetings;
- Health and safety issues regarding site security are recorded aptly on the Sodexo Company help desk to ensure a prompt and appropriate response and minimize the risk where possible;
- An open culture within the school where mental, physical and emotional wellbeing is taken seriously and where staff are encouraged to seek help and support if needed;
- That employees discuss their concerns with their line managers / senior managers and that an open door policy is implemented to facilitate this;
- That all staff have access to discussion forums such as the Staff Health & Safety Forum in order to raise concerns and highlight possible discussions, and that a formal reporting forum of these meetings with the SMT takes place in order to resolve problems / concerns in an active way;
- Every member of staff has someone they can trust and discuss with them in order to facilitate the well-being of individuals;
 - Staff have access to and make appropriate use of additional sources of care such as 'Care First' (Confidential Counselling Service), a physiotherapy service, and where appropriate other services offered by the Conwy Authority to support staff welfare;
 - Ensure that staff roles and responsibilities are clearly stated and reviewed as required;
 - Carry out workload impact assessments due to new policies and amendments to relevant policies;
- Hold an annual consultation with staff regarding a calendar of weekly meetings and relevant events within the calendar giving at least two weeks' notice in response to any changes within the calendar.

Aims

1. Recognize that the Local Authority, the Governing Body and the Head teacher have responsibility for pupils, teaching staff, support staff and visitors to the school under the IDG Act (HSW Act); in the case of the Head – the Local Authority and the Governing Body;
2. To provide and maintain safe and healthy working conditions, equipment and systems of work for pupils and staff and to provide information, training and supervision for that;
3. To bring the guidance of this document to the attention of all the employees of the organization in order to implement, review and adapt the policy as appropriate;
4. To advise, although overall responsibility for health and safety is a responsibility at a management level, all members of the school workforce are expected to take responsibility for their own and others' security to a degree, in implementing the policy;

5. To refer to the relevant documents in implementing the policy owing to work orders in all respects.

Guidelines:

All staff are expected to act in a reasonable and responsible manner in the context of their own and others' safety. It is acknowledged that it is likely that all risks will not be met through a contingency plan, legislation or order, and that all responsible actions should be taken in those cases. Risk assessments are taken where appropriate to fully reduce or minimize the risk where practicable.

Staff and pupils should be aware that specific policies need to be implemented in places such as workshops, laboratories and gym / physical education settings and need to familiarize themselves with policies and act upon them as appropriate. There will also be relevant members of staff, managers and teachers with responsibilities in these aspects.

In addition, in cases outside normal learning circumstances, e.g. exercise, extra-curricular activities, accidents and short-term illnesses / emergency, we act in accordance with relevant policies and processes.

Continuous professional development

It is anticipated that staff will not always have the relevant experience or to fully accomplish their requirements for implementing the policy. In those cases the relevant professional training / learning experiences are provided. However, every member of staff is expected to be reactive in protecting their own and others' wellbeing

Monitoring and evaluation

- The policy will be monitored constantly to assess its effectiveness. Long and short-term reviews are carried out, together with reviewing due to relevant policies and procedures being reviewed, eg by reviewing other health and safety arrangements, trends in work-related illnesses in order to analyze any relevant information and offer amendments / adaptations to the policy.
- The policy is reviewed at least every 3 years within the school's policy review structure.

Arrangements for reviewing and updating the policy

Full consultation with staff;
Full consultation with governors.