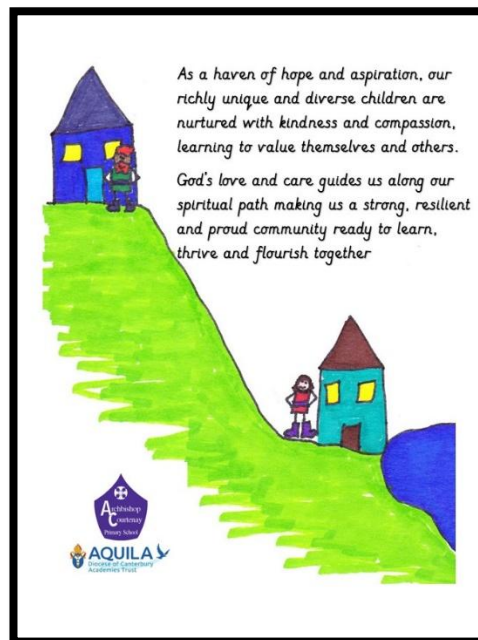


Archbishop Courtenay Primary School

Staff Mental Health and Emotional Well-Being Policy



Values: Aspiration, Compassion, Respect, Friendship, Resilience

If you can dream it, with God's love you can achieve it

Date: Adopted February 2022

Review: February 2026

Signed by Chair of Governors:

Signed by Headteacher:

1. Rationale

At Archbishop Courtenay Church of England Primary School, we recognise that our staff are richly unique and diverse individuals who are our most important resource. They are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel part of a valued team, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

This purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

2. Aims

We aim to ensure that our school:

- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- helps staff to manage their family and work responsibilities
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making
- takes account of equality implications.

3. Roles and responsibilities

The senior leadership team (SLT), governing body and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to school policy.

The governing body is responsible for:

- fulfilling its duty of care as an employer
- monitoring the workload of the headteacher
- receiving any concerns from members of staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- reviewing this policy in conjunction with the headteacher
- considering how its own members are treated and valued
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- operating a sensitive performance management policy
- ensuring that other school policies and procedures take account of staff wellbeing

- overseeing that change management is operated in a fair and reasonable way.

The headteacher/principal is responsible for:

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- acting as gatekeeper and prioritising reforms and innovations
- ensuring that staff are equipped with the right training to do the job confidently
- ensuring that staff feel valued and that time is set aside for them
- providing meeting guidelines that are agreed upon and followed
- planning the year's timetable considerably bearing in mind staff commitments
- providing a set budget for staff facilities, environment and welfare
- including in professional development meetings opportunity for staff to discuss their aspirations and career intentions
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g., health issues, bereavement or loss, or personal circumstances
- ensuring accessibility and the accessibility of SLT to members of staff
- ensuring that there are effective methods of communication
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- ensuring that a mentor system operates within the school and especially for each new members of staff and that the staff induction process is put into place
- conducting risk assessments for work-related stress
- relevant time protected for staff such as PPA, staff meeting time for reports etc.

The headteacher implements these responsibilities with the support of appropriate staff such as the deputy headteacher, senior leaders and pastoral staff and who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- treating one another with empathy, respect and kindness
- taking care of their own health and safety at work and communicating with key staff where they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff in the school and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.

Examples of good practice may include:

- providing lunch and refreshments in Inset training
- carrying out team-building exercises as part of staff CPD
- The option to plan their own social activities
- offering designated health and wellbeing days (see wellbeing days protocol)
- celebrating staff achievements
- providing pastoral services – drop-ins and confidential sessions
- creative spaces for staff to be able to meet, relax and work quietly
- making refreshments available to staff
- providing creative opportunities for building morale and promoting wellbeing (e.g. secret buddies, croissant mornings, cake/fruit days, shared lunches)
- Meetings and planning opportunities within school hours

4. Support in specific circumstances

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the school will continue to support even when external services are involved.

Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside the school. This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis.

5. Related policies

This policy should be read in conjunction with policies for:

- equal opportunities
- performance management
- health and safety
- attendance management and procedure
- whistleblowing
- Aquila staff handbook

Staff Wellbeing Protocol for Archbishop Courtenay Primary School

Introduction

At Archbishop Courtenay Primary School, we understand that the wellbeing of our staff is essential for maintaining a positive and productive school environment. To support our staff's mental and emotional health, we have established a wellbeing protocol that includes the provision of wellbeing days.

Wellbeing Days Overview

We offer paid wellbeing days to promote staff wellbeing. Full-time staff are entitled to two wellbeing days per year, while part-time staff working less than five days a week are entitled to one wellbeing day annually. However, these days are not guaranteed entitlements and require prior approval from senior leadership. The availability of wellbeing days will be dependent on overall staff absence levels, and a member of staff's personal absence rate. If a colleague is being monitored due to their absences from school, wellbeing days may be declined.

Requesting a Wellbeing Day

To request a wellbeing day, staff must adhere to the following process:

- 1. Advance Notice**

Requests must be submitted at least two weeks in advance of the desired date. For term 6 (the final term), requests should be made within the first two weeks of term 5. Late submissions will not be considered.
- 2. Check for Conflicts**

Before submitting a request, staff should verify whether there are any existing absences on their chosen date, including those for courses, other types of leave, or previously approved wellbeing days.
- 3. Coverage of Duties**

It is the responsibility of the staff member requesting the wellbeing day to ensure that their duties and responsibilities are covered by a colleague. This agreement must be confirmed with the covering colleague prior to submitting the formal request.
- 4. Discussion with Supervisors**

Staff must first discuss their request with their Class Teacher, Teaching Assistant, Phase Leader, or Line Manager. Following this, a conversation should take place with the Headteacher or Deputy Headteacher.
- 5. Formal Submission**

If verbal approval is granted, a formal request must be submitted through the ACCESS system. This request should include details of the colleagues who have agreed to cover the requesting staff member's duties, as well as the names of the senior staff who have verbally approved the absence.
- 6. Await Confirmation**

It is crucial to wait for formal approval through the ACCESS system before assuming that the wellbeing day is confirmed. Once approved, the wellbeing day should be added to the school calendar.

Approval Considerations

While we strive to accommodate requests for wellbeing days, there are specific periods when requests may not be approved. These include busy times such as the first and last day of term, evening meetings (Twilights), national assessment weeks (SATs), pupil process meetings, or other significant school events. Additionally, the approval of wellbeing days will be contingent on staff absence levels to ensure that the school can maintain its operational effectiveness.

Post-Meeting Responsibilities

Staff who miss a staff meeting due to a wellbeing day are expected to catch up on the meeting minutes and any important information discussed during their absence.

Postponement of Wellbeing Days

Although we aim to honour approved wellbeing days, the Headteacher reserves the right to postpone a wellbeing day in the event of high staff illness. This measure will only be taken as a last resort.

Conclusion

By implementing this wellbeing protocol, Archbishop Courtenay Primary School aims to create a supportive environment that prioritises staff wellbeing. We believe that by caring for our staff, we enhance the overall effectiveness and harmony of our school community.