



## **STAFF WELLBEING POLICY**

<b>PHASE</b>	<b>JUNIOR &amp; SENIOR</b>
<b>POLICY LEAD</b>	<b>REBECCA SCUTT Assistant CEO</b>
<b>DATE OF APPROVAL BY TRUSTEES</b>	<b>24<sup>TH</sup> JANUARY 2022</b>
<b>DATE OF RECEIPT BY LOCAL GOVERNING BODY</b>	<b>FEBRUARY 2022</b>
<b>FREQUENCY DATE</b>	<b>ANNUALLY</b>
<b>NEXT REVIEW DATE</b>	<b>DECEMBER 2022</b>

## **1. Aims**

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims.

## **2. Promoting Wellbeing**

Across ACET, we value the contribution of all staff and recognise the hard work and commitment required to work in any educational establishment. From January 2022, each ACET academy will have a Wellbeing Action Plan which is evaluated and revised on an annual basis, in response to the wellbeing survey conducted by Human Resources during the Autumn Term each year.

### **2.1 Role of all Staff**

All staff are expected to:

- Treat each other with empathy and respect;
- Keep in mind the workload and wellbeing of other members of staff;
- Support other members of staff if they become overwhelmed or confide that they are feeling stressed, such as by providing practical assistance or emotional reassurance;
- Report honestly about their wellbeing and let other members of staff know when they need support;
- Contribute positively towards morale and team spirit;
- Use shared areas respectfully, such as the staff room or offices;
- Take part in training opportunities that promote their wellbeing.

### **2.2 Role of Line Managers**

Line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern;
- Provide a non-judgemental and confidential support system to their staff;
- Take any complaints or concerns seriously and deal with them appropriately using the academy's policies;
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance;
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help, assigning mentors where appropriate;
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures;
- Promote information about and access to external support services;
- Help to arrange personal and professional development training where appropriate;
- Keep in touch with staff if they're absent for long periods;

- Report absence concerns to the Principal/HR who will then have support meetings with them if any patterns emerge;
- Liaise with the Principal/Human Resources Manager to conduct return to work interviews to support staff back into work;
- Liaise with the Principal/Human Resources Manager to conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation.

### **2.3 Role of the Senior Leadership Team**

Senior Leadership Team staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours, which includes only sending emails between 7.30am - 5.30pm Monday-Friday during term time;
- Communicate with all staff the need to respect each other's work load and promote the use of the 'Send Later' option for emails;
- Manage a non-judgemental and confidential support system for staff;
- Liaise with the Human Resources Manager to monitor the wellbeing of staff through regular surveys and structured conversations;
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring;
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible;
- Work with the Human Resources Manager to make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes;
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives;
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the academy;
- Make sure the efforts and successes of staff are recognised and celebrated;
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload. Staff should be consulted with regarding an annual calendar in June for the following academic year. Half termly calendars should be shared with staff during the first week of each half term to identify any after-school meetings and deadlines which includes any trust-wide network meetings;
- Provide resources to promote staff wellbeing, such as training opportunities;
- Promote information about and access to external support services;
- Organise extra support during times of stress, such as Ofsted inspections, exam/statutory assessment periods and parent/carer consultation evenings;
- Ensure there is an identified Senior Mental Health Lead on the staff team who has accessed appropriate training in order to offer further support and guidance for staff, working with the Leadership Team to promote wellbeing across the academy.

### **2.4 Role of the Local Governing Body (LGB)**

Each ACET LGB has a named governor with responsibility for Staff Wellbeing.

The LGB is expected to:

- Monitor and support the wellbeing of the Principal;

- Make decisions and review policies with staff wellbeing in mind, particularly with regards to workload;
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work;
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them.

## **2.5 Role of Trustees**

The majority of ACET LGBs have a Trustee who is a member of the LGB who is able to share any concerns or issues raised in relation to staff wellbeing at Trustees' Meetings. On the LGBs where a Trustee is not a member of the LGB, the CEO/Assistant CEO will report any concerns raised in relation to staff wellbeing at the Trustees' Meeting.

Trustees are expected to:

- Ensure staff wellbeing is remains high profile at all LGB meetings;
- Support the CEO and senior leaders to recognise and value all staff;
- Ensure the annual staff wellbeing survey is reviewed to identify best practice and areas for development across the trust;
- To review and approve the annual ACET Wellbeing Action Plan (commencing January 2022);
- Ensure that resources and support services are in place to promote staff wellbeing;
- Make decisions and review policies with staff wellbeing in mind, particularly with regards to workload;
- Make sure the academy is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment;
- Monitor and support the wellbeing of the CEO and senior leaders across the trust.

## **3. Managing Specific Wellbeing Issues**

The academy will support and discuss options with any staff who raise wellbeing issues, such as if they are experiencing significant stress either through working in the academy or in their personal lives.

Principals should alert their academy Human Resources Manager to any personnel issues immediately in order that supportive conversations can be held with individual members of staff. Examples of this may include:

- Giving staff time off to deal with a personal crisis;
- Arranging external support, such as counselling or Occupational Health services;
- Completing a risk assessment and following through with any actions identified;
- Reassessing their workload and deciding what tasks to prioritise.

At all times, the confidentiality and dignity of staff will be maintained.

## **4. Policy Monitoring arrangements**

This policy will be reviewed on an annual basis by Rebecca Scutt, Assistant CEO in close liaison with Principals and the Senior Human Resources Manager. At every review, it will be approved by each academy LGB and the ACET Trust Board.