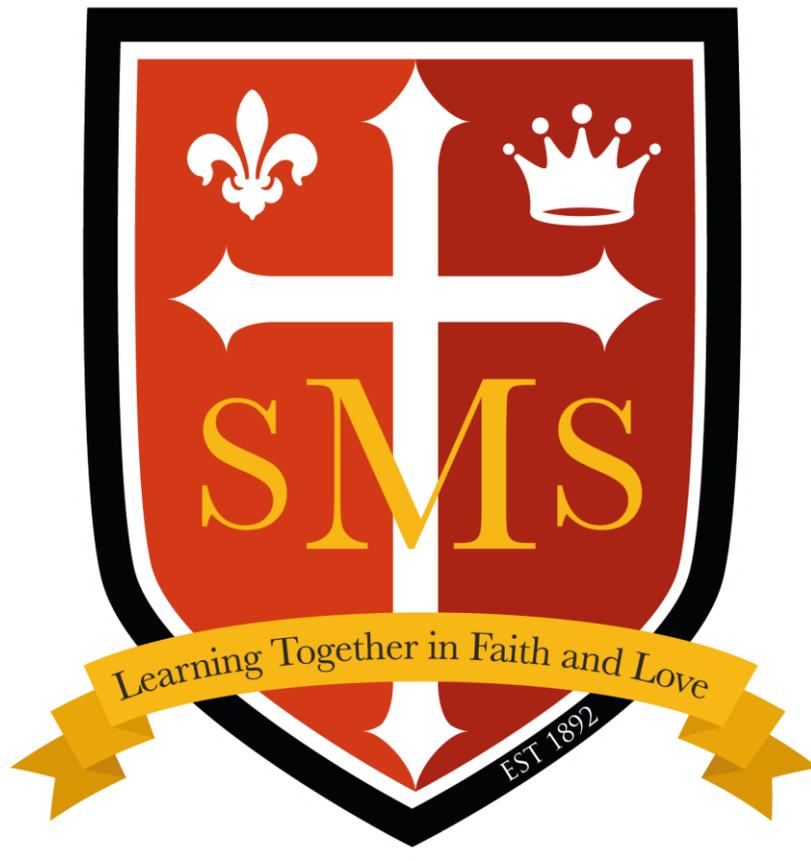


**St Marys Catholic Primary School**

*'Learning together in Faith and Love'*

## **ST MARY'S CATHOLIC PRIMARY SCHOOL**



## **Stress at Work and Well-being Policy**

Date of Review: March 2018  
Date of Next Review: March 2019

# St Marys Catholic Primary School

*'Learning together in Faith and Love'*

## Mission Statement

St Mary's is a vibrant two form entry Catholic Primary School in North Kensington with a strong sense of community. We are a school that welcomes all children from the ages of 3 to 11 years. Our school serves the Roman Catholic Parish of Our Lady of the Holy Souls, Kensal New Town and other local parishes.

### 1. Policy Statement

- 1.1 In accordance with our Vision and Values, it is acknowledged that staff wellbeing is of paramount importance. Wellbeing is an important factor in the job satisfaction of our staff and is therefore a management issue for the school.
- 1.2 This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create an organisational culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. We have a clear aim to promote the positive aspects and ideas associated with health and wellbeing at work.
- 1.3 The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with our organisation.
- 1.4 St Mary's Catholic Primary School has a unique set of features including its organisational culture, structures, system of operation, management practices and workplace environment, which together with staff personal lifestyle factors play a key role in the health and wellbeing of individuals and that of the school.

### 2. Purpose of the Policy

- 2.1 To support the effectiveness of its staff in their duties which contributes to achieving the organisation's objectives in order to enhance the ability of staff to benefit from health & wellbeing solutions.
- 2.2 To support the organisation to:
  - a) promote health and wellbeing through its management policies, support services, information networks and health promotions, including alcohol awareness, diet, exercise, self management, and by liaising with external agencies
  - b) prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing

### 3. Aims

The school aims to:

- promote good practice in both physical and mental health & wellbeing activities and share successes across the organisation
- provide training for all managers and supervisory staff in good management practices appropriate to this policy
- ensure all necessary resources are provided to enable managers to implement the organisation's agreed health & wellbeing strategy

# St Marys Catholic Primary School

*'Learning together in Faith and Love'*

- identify those circumstances that may contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress. These circumstances and risk assessments will be kept under regular review
- consult with relevant trade union safety representatives and other stakeholders, where appropriate, on all proposed action relating to staff wellbeing and the prevention of workplace stress

provide confidential counselling for staff whose wellbeing is affected by either work or external factors

## 4. **Implementation:**

### **Responsibility of the Headteacher and Senior Leadership Team**

#### 4.1 Senior Managers will

- establish effective monitoring processes so as to be able evaluate the impact of the policy
- make recommendations following consultation with staff on developments and improvements to the policy
- ensure the promotion of the policy throughout the school
- provide support and guidance for individuals
- allocate resources necessary to facilitate the agreed strategy on reactive response, promotion of health and wellbeing activities and health referrals for expert opinion.

#### 4.2 In addition to the general duties of all managers, Senior Managers influence the culture in the school. Their specific responsibilities include:

- Setting an example as role model by adopting and adhering to the agreed health & wellbeing strategy
- Actively promoting the principles and behaviours contributing to positive staff wellbeing
- Vigilance to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing derived from outside work, e.g. bereavement or separation
- Ensuring effective communication between management and staff, particularly where there are organisational and procedural changes
- Ensuring that bullying, harassment and discrimination are not tolerated
- Referring employees (with their consent) to Occupational Health Service or counselling services
- Working with managers to initiate staff wellbeing focus groups where appropriate
- Conducting any investigation necessary to protect staff wellbeing – with input from the most appropriate line manager in the circumstances.

# St Marys Catholic Primary School

*'Learning together in Faith and Love'*

## 5. Implementation: Responsibility of Line Managers

### 5.1

All line managers and those with supervisory responsibility for other employees are required to:

- Facilitate risk assessments identified as being necessary to staff wellbeing, and implement agreed findings
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful developmental opportunities
- Monitor workloads to ensure staff are not overloaded
- Monitor working hours to ensure staff are not overworking
- Attend relevant training as required, including management training and health and safety training
- Ensure any potential staff wellbeing issues are communicated to a member of the Senior Management Team as soon as possible in order to secure appropriate advice and support
- Ensure effective measures are in place for monitoring all sickness absences for stress-related absence
- Ensure absence patterns are monitored, and anomalies are reported to Senior Management.

## 6. Implementation: Responsibility of Staff

### 6.1 All staff are expected to:

- Treat each member of staff with dignity and respect as an individual
- Take advantage of training and information sources
- Uphold confidentiality (wherever safety is not at risk)
- Recognise the limits to what they can do and seek advice at the earliest opportunity
- Share ideas for promoting health and wellbeing in the workplace
- Raise issues of concern with their line manager, their Health & Safety Representative or member of the Senior Leadership Team
- Accept opportunities for occupational health review or counselling when recommended.

## 7. Confidentiality

While all dealings with staff are subject to the organisation's policy on confidentiality, it must be emphasised that this is often of paramount importance with regard to those experiencing mental health difficulties. However, it must also be emphasised that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements then it should

# St Marys Catholic Primary School

*'Learning together in Faith and Love'*

be stressed that the safety of the individual and or the safety of other members of our community takes precedence over confidentiality.

## **8. Monitoring and Review**

The Resources and Finance Committee will monitor the overall picture of stress and well-being among staff members by completing the attached Monitoring Checklist and will report to the FGB annually.

# St Marys Catholic Primary School

*'Learning together in Faith and Love'*

## Appendix A: Annual Monitoring Checklist

Completed by \_\_\_\_\_

Assisted by \_\_\_\_\_

Reported to the Governing Body on: \_\_\_\_\_

<b>Key Indicator</b>	<b>Comments / Evidence base</b>	<b>Action Points</b>
Staff turnover		
Absenteeism		
Continuous improvement of performance / achievement		
Overall organisational productivity and performance		
Staff morale / enrichment / work life balance		
Risk management measures undertaken		
Well-being promotion undertaken		