



# **Llantilio Pertholey** **Church in Wales Primary School**

## **Staff Wellbeing Policy**

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This year the global Coronavirus pandemic has had an effect on the wellbeing of many in the world and here at Llantilio Pertholey CiW Primary School we are mindful of this. As a result, we want to ensure that the wellbeing of all staff members is an extremely high priority.

At Llantilio Pertholey CiW Primary School we endeavour to promote the ethos that we are a 'School family'. We believe that having a welcoming, supportive and friendly environment promotes positive wellbeing for everyone within our school family. Staff wellbeing is at the heart of this as we know that how a staff member is feeling will have an impact on our core purpose of providing a positive learning experience for our pupils.

## Aims and Objectives

Our aim is always to promote a pro-active approach to staff wellbeing and to provide any support required prior to feeling the need to take reactive measures. We achieve this by:

- Supporting the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Ensuring that all staff are treated fairly and professionally at all times
- Providing a supportive work environment for all staff
- Acknowledging the needs of staff, and how these change over time
- Allowing staff to balance their working lives with their personal needs and responsibilities
- Helping staff with any specific wellbeing issues they experience
- Ensuring that staff understand their role in working towards the above aims

## Actions

As a school we are committed to ensuring the wellbeing of all of our staff members in a positive and pro-active way. We are committed to providing a working environment in which staff can carry out their duties effectively whilst ensuring their wellbeing is fully supported. In order to achieve this, we have a number of actions that we have adopted to support staff wellbeing. As a school we:

- Provide all staff with Wellbeing guidelines (Appendix 1) designed to foster a positive working ethos within the school
- Give staff an opportunity to talk openly about their wellbeing and share their thoughts during weekly staff meetings - where staff wellbeing is now a standard item
- Provide an opportunity for staff to discuss wellbeing as part of their annual Staff Development Interview with the Headteacher
- Headteacher maintains an 'open door' policy for staff to talk about their wellbeing
- Offer staff the opportunity to have another member of staff as a 'check-in' buddy.
- Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively
- Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing
- Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff feel able to share honestly about their wellbeing and to let other staff members know when they need support
- Contribute positively towards morale and team spirit
- Maintain positive relationships and value staff for their skills, not their working pattern
- Provide a non-judgemental and confidential support system for all staff
- Try to be alert to signs of stress and regularly talk to staff about their work/life balance

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- Regularly review the demands on staff, such as the time spent on paperwork, and we seek alternative solutions wherever possible
- Provide access to external support services if required including confidential access to counselling through SAS insurance
- Include mindfulness training for staff on SDP

### Managing specific wellbeing issues

The school will support and discuss options with any staff member that raises wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by the Headteacher, who may need to seek further advice from the HR Partner linked to the school. This could be through:

- 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.

### Monitoring and review

As a school we monitor the effectiveness of this policy on a termly basis during staff meetings. This policy will be reviewed by all staff and the governing body every two years, or earlier if necessary.

**Headteacher:**

**Chair of Governors:**

**Date:**

**Staff Wellbeing guidelines:**

**When we speak to others we will:**

- Endeavour to use a positive statement rather than a negative one so that children learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our without feeling threatened or uncomfortable.
- Avoid sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.
- Be mindful about what we say to others as what may be funny to one person may be offensive or hurtful to another.

**As professionals we will:**

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communications and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, whilst adhering to safeguarding procedures, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Treat everyone with empathy and respect.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.