

Staff Wellbeing Policy

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1. Introduction

- 1.1 WMAT has developed a staff wellbeing policy to ensure the Trust embraces practices that support employee health and wellbeing, providing a cohesive approach to addressing the health and wellbeing of all staff.
- 1.2 This policy outlines some of the ways in which the Trust commits to maintaining staff wellbeing. It recognises that each individual member of staff, and their circumstances, is different but provides an overview of the basis on which everyone can contribute and expect to be treated.
- 1.3 The policy will be shared with new staff as part of the induction process.

2. Aims & Objectives

- 2.1 The Trust's policy aims to represent a commitment to an integrated approach to staff wellbeing that creates:
 - An environment and culture based on shared values and trust
 - An environment where staff wellbeing is integrated into day-to-day practices
 - An environment that recognises skills and encourages personal development
 - An understanding that a key element for staff is their home situation and to do well in work it is essential to support the 'whole person'
 - An environment where "managers" lead by example in taking care of their own wellbeing
 - Encouragement and support for staff in developing and maintaining a healthy lifestyle
 - Support for people with manageable health problems or disabilities to maintain access to, or regain, work. Maintaining a balance of proactive provision (e.g. Health Screening and developing personal resilience) with reactive provision (e.g. Occupational Health and Counselling)
 - Improved staff satisfaction, recruitment and retention
- 2.2 This policy's objectives are to bring together all those with a role to play in relation to the health and wellbeing of the Trust's staff. By bringing together these initiatives the policy will:
 - Raise awareness of current initiatives and their connection to health and wellbeing;
 - Help develop specific outcome measures designed to monitor the policy's progress and success.

3. Responsibilities

3.1 Employer

The Trust has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Employment Rights Act 1996, and Protection from Harassment Act 1997, Working Time Regulations 1998 and the Equality Act 2010.

As part of the Trust's commitment to wellbeing each academy is required to run a Staff Well-Being Group that is representative of the Academy staff as a whole. A central group will be set to cover all staff not covered by an academy. Each group should also include a representative from the academy's AGC, and a trustee for the central group. Each group should nominate a 'wellbeing lead' who will liaise with the other wellbeing leads and feedback to ELG and Human Resources as required. The terms of reference for this group are attached as appendix 2.

The Trust will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

3.2 Line managers

Line Managers will be provided with training on stress awareness and should use the information from this training to increase their own awareness and recognise and address any potential psychological risks in their teams.

Line managers will use regular meetings to ensure wellbeing is continually on the agenda and all staff are aware of the resources available.

Line Managers should familiarise themselves with the WMAT Health & Safety, and Equalities policies along with this policy, and ensure that staff understand their role within the team and receive the necessary information and support from managers and team members to do their job.

Line managers will also support wellbeing by ensuring that:

- Line managers 'lead' by their own behaviour and set an example in proactive wellbeing that others can see and follow
- A robust recruitment procedure is followed ensuring that the right people are fairly recruited to the right jobs
- New employees are thoroughly inducted and fully aware of wellbeing support and initiatives, including internal changes to roles
- All staff are set clear objectives, given regular feedback on their performance and given the opportunity to express their views on the work and organisation; communication should be a two way process
- Staff are kept up to date with local and organisational developments which may affect their role and workload
- Jobs are designed fairly, and work is allocated with parity
- Employees are adequately trained to do the work they're asked to do
- Staff are made aware regularly of the channels which can be used to manage and deal with stress or work related health and wellbeing issues
- Regular DSE assessments take place to ensure that workstations are fit for purpose. These assessments will be revisited on at regular intervals but especially during pregnancy or when other health issues occur
- Monitoring workload to ensure allocated tasks are capable of being completed within the time and resources allocated and are within the competency of the relevant employee
- Using a stress risk assessment to support staff as needed. This is available on SharePoint

- Consulting with the Human Resources Advisory team when needed regarding any member of their team whom they believe would benefit from support from Occupational Health and/or the staff counselling scheme or additional support.

3.3 **Human Resources**

The HR advisory team will develop trust-wide policies and procedures to support the wellbeing of staff and assist line managers in supporting their staff. HR will, liaise as appropriate with occupational health and other medical professionals, with the objective of helping staff to maintain good psychological health and wellbeing.

The HR Team will source stress awareness training and provide regular training and support to line managers on absence management, induction, probation, grievance, equalities and capability, with the object of helping employees to maintain good health and wellbeing.

The HR team will continue to review the staff benefits package and promote health and wellbeing activities available to staff.

3.4 **Employees**

Staff have a responsibility for managing their own health and wellbeing and, should take responsibility for doing so, making use of all the support and benefits available to them as required.

Staff should ask their line manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.

Staff should identify opportunities for development and take advantage of those offered by the Trust and school.

Staff must inform the Trust if they believe work or the work environment poses a risk to their health and safety and wellbeing. Any health-related information disclosed by an employee during discussion with managers, the HR department or to occupational health is treated in confidence.

If an employee believes their work or an aspect of it, is putting their wellbeing at risk they should speak to their line manager in the first instance. These discussions may cover workload and other aspects of job demands and raise issues such as identified training needs.

4. **Health promotion and initiatives**

- 4.1 The Trust will continue to develop and provide a range of health promotion initiatives designed to support staff and raise awareness of health and lifestyle issues supporting mental health and wellbeing. Support includes:

4.2 **Healthcare Cash Plan**

The Trust provide a comprehensive healthcare cash plan to all staff that enables them to claim back the cost of various medical and wellbeing treatments such as: Flu Jabs, Dental services, Optical, Chiropody, Physiotherapy, Acupressure, Allergy testing, Aromatherapy massages, Cognitive behavioural therapy, Reflexology and Reiki.

4.3 **Employee Assitance Programme**

Staff can access **free Counselling Support** including face to face counselling and a 24 hour helpline through the Trust's Employee Assistance Programme. All calls to the helpline are confidential and handled by an experienced therapist or advisor.

The 24 hour helpline covers support with various issues such as: financial information, legal information, consumer issues, tax information, bereavement, retirement, stress and anxiety and relationship advice.

4.4 Other initiatives available to support staff in maintaining health and wellbeing include:

- MyBenefits platform. the one stop shop for details of all staff benefits, exclusive discounts and wellbeing resources
- Opportunities for flexible working in line with the flexible working policy;
- support with disabilities;
- A range of CPLD and Wellbeing sessions
- Career development through Continual Professional and Leadership Development (CPLD)
- Regular appraisal meetings and team meetings

4.5 **Monitoring**

The trust will continually evaluate the policies, procedures and resources that support staff wellbeing using various means including;

- The number of work absences due to ill health
- Staff turnover and exit interview feedback
- Introduction of new wellbeing initiatives
- Staff survey analysis as an indicator of organisational wellbeing

5 **Equality and Diversity**

5.1 The Wellbeing policy must always be applied fairly and in accordance with the Trust's Equalities Policy.

5.2 The Trust recognises the value of a diverse workforce and the contribution that every employee can make and aims to create an environment that respects the diversity of staff.

5.3 In order to achieve this, it is important that managers are proactive in ensuring staff are treated fairly and are able to achieve their full potential regardless of any protected characteristics that may apply.

5.4 If a manager requires additional guidance in supporting a member of staff on equality issues, they should contact the HR Advisory team.

6 Relationship with other Policies

- Appraisal Policy (teaching and support)
- Health and Safety Policy
- Induction guidance and checklist
- Staff Code of Conduct
- Attendance Management Policy
- Equality and Diversity Policy
- Flexible Working Policy
- Continuing Professional Development and Leadership Policy

Appendix 1

Additional sources of support and resources

These Resources have been sourced both from the Trust's own health and wellbeing support packages as well as external sources and are also linked on SharePoint and MyBenefits platform.

Trades Unions

We have developed and have an excellent relationship with all our recognised trades unions. They fully support and welcome this policy and continue to support their members and work with us to resolve any issues at the earliest opportunity.

Internal Resources

- Details of the Employee Assistance programme where you can access a confidential helpline 24/7 can be found on the MyBenefits platform by using this link <https://my-benefits.rewardgateway.co.uk/Authentication/Login>
- MyBenefits Platform including Healthcare Cash Plan, EAP and wellbeing centre <https://my-benefits.rewardgateway.co.uk/Authentication/Login>
- Healthcare Cash Plan provided by Healthshield [Health Shield - Login](#)
- Trust Website Wellbeing Resources <https://www.wellswaymat.com/wellbeing/>
- information about stress and stress audit - [Stress Risk Assessment](#)
- Staff Wellbeing Leaflet [Wellbeing Leaflet](#)

External Resources

- The national Mind website is a source of information to support mental health and wellbeing <https://www.mind.org.uk/>
- The Education Support Partnership provide a free helpline for school staff and targeted support for mental health and wellbeing <https://www.educationsupport.org.uk/>

Appendix 2

Staff Well-Being Group Terms of Reference

The trustees of Wellsway Multi Academy Trust are committed to ensuring that due consideration is given to the well-being of all staff employed by the Trust. As part of this commitment the Trust requires each academy to run a Staff Well-Being Group that is representative of the academy staff as a whole. A central group will be set to represent all staff not covered by an academy group. Each wellbeing group should also include a representative from the academy's AGC, and a trustee for the central group.

Each group should nominate a "wellbeing lead" who will liaise with the other wellbeing leads and feedback to the Executive Leadership Group (ELG) and HR Advisory and CPLD team as required. .

The group will usually be chaired by a member of the academy's senior leadership team who will arrange for feedback from meetings to be circulated and discussed at staff meetings. A summary of feedback will also be provided to ELG and the HR Advisory team.

The terms of reference for the Staff Well-Being Group in each academy are as follows:

1. To promote the importance of health and well-being to staff in the academy and regularly remind staff of the support available (including as part of the staff benefits package)
2. To identify the current and potential issues, barriers and solutions in relation to the health and well-being of staff.
3. To identify 'what works' in terms of already established actions/ activities which increase the sense of well-being (both physical and emotional).
4. To consider feedback from the annual staff survey in relation to wellbeing and make recommendations about what the academy; central team and trust can reasonably do to improve the health and well-being of staff. Wellbeing leads will meet as part of a staff survey focus group to discuss this on an annual basis.
5. To liaise with the CPLD team to suggest activities and events that actively support staff health and well-being e.g. training, social events, workshops etc.

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