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Lanesend Primary School

Staff Wellbeing Policy School Staff Policy

Signed: **Date:**
(Headteacher)

Signed: **Date:**
(Chair of Governors)

Review Date: March 2019 (Every 3 Years)
Reviewed By: Well-being Coordinators and School
Development Manager

Lanesend Primary School Staff Wellbeing Policy

Policy Statement

Lanesend Primary recognise that the staff are their most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community.

There is a relationship between healthier more positive staff, pupil achievement and school improvement.

There are employer duties to staff that require sensitive staff policies and practice. Upon employment each staff member will be given access to the Model Attendance Policy; Staff Handbook; Code of Conduct Policy and other staff policies which are held in the staffroom.

The purpose of this policy is to provide a document that embraces the many school practices that support staff health and wellbeing, to minimise the harm from stress and ensure that there is cohesion and progress in working towards the health and wellbeing of all staff.

Guidelines for Implementation

The Headteacher, Progression Team, Team Leads and Governing Body will:-

Have a school ethos where all staff are valued and where respect, empathy and honesty are the cornerstones of all school relationships.

Provide personal and professional development.

Operate Performance Management linked to clear job specifications.

Provide extra support from the Headteacher, Progression Team and Team Leads at certain times of particular challenge and/ or difficulty e.g. OFSTED Inspections.

Provide a non-judgmental and confidential support system e.g. staff buddies.

Promote information about and access to supportive services.

Respond sensitively and flexibly to external pressures that impact on staff lives whilst at the same time ensuring the efficient running of the school.

Maintain contact with staff when they are absent for long periods (by a named person).

The schools will use the following to assess the impact of the staff wellbeing policy:-

- Leaders are positive role models.
- Decision making processes are clearly understood and supported by staff.
- Opportunities are provided for all staff to socialise and relax with each other.
- New staff are supported with an appropriate level of induction.
- An open listening environment that responds quickly to problems.
- A welcoming and tidy staff room that is sensitive to issues of race, gender, homophobia, culture and disability.
- The quality of staff facilities and accommodation e.g. access to refreshment, adequate seating and toilet facilities.
- The regular and systematic monitoring of staff absences, staff/children/family relationships and the recruitment and retention of staff.
- Absence monitoring can include, when triggers are met, support meetings to explore actions and solutions between line manager and staff member.

Practical Actions to Support New Staff

- School Induction
- Allocated mentor, buddy or support person
- Everyone to be provided with a polo shirt with the school logo
- All staff to have a named lanyard.
- At the end of the first week of employment staff will have a review with the supporting person.
- Probation meetings with Team Lead; 2, 4, 6 months.

Practical Actions to Support New Roles

- Decide who will be the supporting person for the new role.
- Initial meetings to agree a job description will be held.
- An initial discussion of roles.
- Introduction/visits to school/class or environment of new role.
- Establish a pattern of support and training.
- End of first week review with supporting person.
- 1:1 support for new tasks.
- 2, 4, 6 month reviews

Good practice may include:

Lunch provided on the first staff development day of each year, subsequent days will be decided depending on the type of training being carried out.

Positive comments made about the school and staff are shared.

Access to fitness class - free of charge for staff.

Successes are celebrated.

Social activities are organised for staff by staff.

Concerns are shared with Team Leads.

When Problems Arise

The school will provide support and discuss options as appropriate to the circumstances. In some cases this may include external support. The school will continue to support even when external services are involved.

Positive Handling

Debrief to be had as this can affect staff members especially if they or the child is hurt. (See Positive Handling Policy)

Support in place for staff who are experiencing challenging circumstances outside of school. We can signpost to support in and out of school and consider a plan of workload and duties that could be managed differently during emotional periods.

Support in place for staff who are experiencing challenging circumstances inside of school will follow workplace procedures, but also supported by another member of staff who is not involved in any support programmes or capability procedures.

Time off work for medical reasons

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

Managing Absence Due to Ill Health

Please refer to the Isle of Wight policies that cover this area.