Every Child Every Day Academy Trust

Staff Wellbeing Policy

1. Introduction and Purpose of Policy

This policy is intended to outline the ways in which the Every Child Every Day Academy Trust (ECEDAT), senior leaders and employees can work together to enhance staff health and wellbeing, ensuring that the school is a safe, caring, and positive place to work.

The ECEDAT has legal responsibilities as an employer under health and safety legislation and its duty of care to support health at work is reflected in a number of policies and procedures.

These include:

- Health and Safety Policy
- Equal Opportunities Policy
- Attendance Management Procedure
- Bullying and Harassment Policy
- Grievance Procedure
- Whistleblowing Policy
- Special Leave Policy

These policies, and others which relate to staff, can be accessed via the Trust and School websites.

2. Policy Statement

The ECEDAT is committed to promoting the positive mental, physical, emotional and financial wellbeing of its staff and recognises that enhancing individual wellbeing offers benefits not just to our staff but also our pupils and the wider community.

In particular, the ECEDAT/ Governing Boards are committed to:

- Identifying and managing risks to the health and wellbeing of staff through putting in place appropriate measures backed up by suitable support and training.

- Promoting a healthy culture in which employees and line managers are aware of mental and physical health issues at work, particularly the demands of workload, and communicate openly and respectfully with one another on a regular basis.

- Creating an open and supportive workplace where managers and employees can discuss any issues associated with emotional or financial wellbeing, removing stigma and normalising conversations around mental health and money worries.

- Supporting financial wellbeing by ensuring available supportive resources and assistance are effectively communicated and offered to employees when needed.

- Ensuring that all employees understand the role they play in demonstrating healthy behaviours, recognising the signs of deteriorating health and/or escalating financial concerns and being proactive in seeking support for themselves and others when needed.

- Ensuring that members of staff are aware of the sources of support, internal and external, which are available to them and that all personal wellbeing matters will be dealt with in complete confidence.

This policy applies to all employees working for ECEDAT.

3. Roles and Responsibilities

- The ECEDAT is responsible for overseeing the wellbeing strategy, monitoring the effectiveness of this policy and for ensuring that appropriate policies and procedures are in place to ensure the health and wellbeing of staff at work.

- The Headteacher is responsible for the implementation of the wellbeing strategy and relevant policies and procedures as well as for ensuring that those with line management responsibilities are suitably skilled to support those they manage in an empathetic and constructive way, with due regard to mental, physical, and emotional and financial wellbeing issues.

- Line managers are responsible for supporting the Headteacher in implementing the wellbeing strategy, using policies and procedures fairly and consistently, working with their staff to understand and address daily pressures, monitoring workload and supporting staff appropriately to their needs, taking prompt action where there are signs of work-related stress, financial distress, or other health concerns.

- All staff, including the Headteacher and line managers, are responsible for role-modelling healthy behaviours, treating others in a caring and respectful way and seeking support for themselves or others when experiencing difficulties which may be impacting on mental or physical health.

4. Wellbeing Strategy and Initiatives

The ECEDAT aims to put in place a wellbeing strategy which is focussed on addressing those matters which have been identified as priorities for improvement as well as promoting healthier lifestyles. This will be supported by initiatives which aim to raise awareness of wellbeing issues, offer practical support or advice to staff, address training needs and/or seek feedback (e.g., through staff surveys or project groups). These will be reviewed and, where necessary, adjusted each year in line with changing needs.

5. Support Mechanisms

Various support mechanisms are available to employees, and these are periodically reviewed. The following are currently available:

- Access to an Employee Assistance Programme (EAP) which offers practical support, information and resources on stress management, work-life balance, relationship and family issues, financial worries, bereavement, and other life changes.

- Fast access to telephone support through the Employee Assistance Programme.

- Access to occupational health support through our provider, offering independent, impartial advice on the effects of work on an employee's health and vice versa.

More information on the EAP is available to all employees from their school's HR Teams.

The Trust schools are responsible for

- The promotion of wellbeing, including distribution of information to support emotional and financial wellbeing enabling understanding of the link between financial and mental wellbeing;

- Signposting relevant health and wellbeing services to line managers and employees;

- Signposting external sources of support for financial wellbeing;

- Reporting to the Headteacher on wellbeing issues and initiatives;

6. Status of Policy and Review

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

7. External Sources of Support

There are many sources of external support for employers, line managers and employees. A selection of these is provided below:

https://www.mentallyhealthyschools.org.uk	Mentally Healthy Schools is a website for primary schools, offering teachers and school staff information, advice, and practical resources to understand and promote pupils' and staff mental health and wellbeing.
https://www.mentalhealthatwork.org.uk/	Mental Health at Work is an online gateway to resources, training, and information with the aim of changing the way workplace mental health is approached. It's funded by The Royal Foundation with Heads Together and developed by Mind and 11 key partners from the world of business and mental health, including the Chartered Institute of Personnel and Development.
https://www.annafreud.org/	The Anna Freud National Centre for Children and Families is a charity with the aim of transforming current mental health provision in the UK by improving the quality, accessibility, and effectiveness of treatment. The centre has produced a useful resource in collaboration with the Schools in Mind learning network, "Ten steps towards school staff wellbeing", which promotes staff wellbeing in schools.
https://mhfaengland.org	Best practice guidance for employers on how to implement Mental Health First Aid in the workplace. MHFA England training is a key component for creating a safe, healthy workplace where the mental health and physical health of employees are valued equally. It gives people the tools to support their own mental health and that of their colleagues and encourages them to access timely support when needed.
https://www.mind.org.uk	Mind is a charity that provides advice and support to empower anyone experiencing a mental health problem.
https://www.educationsupportpartnership.org.uk	This charity provides a free helpline available to all teachers, lecturers, and staff in education (primary, secondary, further, or higher education) in England, Wales and Scotland. The charity also offers an emergency grant service for those in financial distress.
https://moneyandpensionsservice.org.uk	Free, confidential, and independent money and debt advice from the government's Money & Pensions Service.
https://citizensadvice.org.uk	Free confidential financial advice and support.