



Castle View Enterprise Academy

Staff Wellbeing Policy

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SIGNATURES:

CEO Principal	Mrs J Bridges Mrs J Owens
Chair of Governors	Mrs H Mottram

Contents

Aims.....	2
Promoting wellbeing at all times	2
Managing specific wellbeing issues.....	4
Monitoring arrangements.....	4
Links with other policies.....	4

Aims

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these change over time
- Support staff to balance their working lives with their personal needs and responsibilities
- Support staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims

Promoting wellbeing at all times

Role of all staff

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards morale and team spirit
- Use shared areas respectfully
- Take part in training opportunities that promote their wellbeing

Role of line managers

Line managers are expected to:

- Maintain positive relationships with their staff
- Provide a non-judgemental and confidential support system to their staff

- Take any complaints or concerns seriously and deal with them appropriately using the Academy policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Promote information about and access to external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods

Role of senior staff

All senior leaders at CVEA have a responsibility to promote staff wellbeing across the Academy. Mr L Tumelty and Mrs E McDermott are the named SLT responsible for staff health and wellbeing and can be contacted at anytime to discuss any staff queries with regard to staff health and wellbeing.

Senior staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through regular surveys and structured conversations
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the Academy
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge (Principal)
- Conduct return to work interviews to support staff back into work (Principal)
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation

Role of the governing board

The link governor responsible for staff wellbeing at CVEA is Mrs E Leonard-Cross.

The governing board is expected to:

- Make sure the academy is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the Principal
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

Managing specific wellbeing issues

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

Where possible, support will be given by line managers or senior staff. This could be through:

- 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 arrangements

This policy will be reviewed every two years by Mr L Tumelty (Junior Assistant Vice Principal) and Mrs E McDermott (Assistant Vice Principal). At every review, it will be approved by the full governing board.

Links with other policies

This policy is linked to our:

- Teacher capability policy
- Teacher appraisal policy
- Behaviour policy
- Staff code of conduct and standard operating procedures policy