

# Styal Primary School



**Styal Primary School**  
Valuing the Individual to Believe and Achieve

## Wellbeing Policy

April 2023

To be reviewed April 2024

The Governing Body of Styal Primary School adopted this policy originally in January 2021.

## **SCOPE**

This policy is applicable to all staff at Styal Primary School.

It does not form part of any employee's contract of employment and we may amend it at any time.

## **POLICY STATEMENT**

The purpose of this policy is to set out the school's approach to managing its obligations to support and enable staff to maintain their physical and mental health wellbeing.

The school has a responsibility for the health and wellbeing of its entire staff. As such we are committed to the fair and consistent application of a Wellbeing Policy that maintains the wellbeing of staff whilst enabling the school to deliver effective and efficient services to residents.

This policy explains:

- What you can expect from the school and what the school expects of you.
- Workplace measures to promote wellbeing, including sources of help.

## **OUR SCHOOL DEFINITION**

We all have mental health. Mental health is about our feelings, how we think, our emotions and our moods.

They are things we cannot see but they can affect us all in different ways.

Looking after our mental health is important.

## **WHAT YOU CAN EXPECT FROM THE SCHOOL**

We will:

- Seek to ensure that your mental health and wellbeing is always treated as a priority, and make sure that you are supported if you are facing such issues.
- Share strategies that can support positive mental health and wellbeing. This is linked to the whole school focus on the NHS' Five Steps to Wellbeing...
  1. Being active
  2. Learning something new

3. Connecting with others
4. Giving to others
5. Being mindful

This is shared with both staff and children as part of our Values Curriculum and is an integral part of our whole school assemblies and Styal Primary School's key values (caring).

School send out a flyer entitled Wellness Wednesday. This gives children, families and staff ideas on how to improve their emotional health and wellbeing.

This is echoed with the development of our Wellness Wall in the school hall. This was developed to raise the profile of mental health and wellbeing across school and across all ages and all stakeholders.

Our mental health team will train a group of children each year to act as Mental Health Champions in school where they will be trained and empowered to support their peers.

Forest School is also a great way for our children to connect with nature and to improve mental wellbeing and to provide a sense of calm.

Our school provides child bereavement support sessions when needed.

Wellbeing is also discussed in PSCHE lessons. Children are listened to and supported.

- School provides a Mental Health First Aider to support all staff. The team is led by the deputy headteacher, the Senior Mental Health Lead. Both staff are trained in the support of Staff Wellbeing and staff are regularly kept up to date. The team have undertaken Wellbeing for Education - Staff Wellbeing training so they can support their colleagues.
- Take all reasonable steps to provide a safe and positive working environment, and put in place measures to minimise the risks to your health and wellbeing.
- Ensure health and safety at work as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Provide first aid in accordance with health and safety first aid regulations, as well as mental health first aiders to support you if you are experiencing mental health problems.
- Make sure that jobs are designed fairly and that work is allocated appropriately between staff.
- Set clear performance objectives and realistic timescales for delivery.

- Be supportive towards you, and where appropriate, seek to identify ways which can assist you to improve your health and attendance in the future.
- Listen, respond and act appropriately and in a timely manner when you tell us about something that is inappropriate or wrong.
- Respect the confidentiality of all information relating to any sickness in line with the Data Protection Act 2018 and the Access to Medical Records Act 1988.
- Treat you fairly and consistently in accordance with the terms of this Policy.

## **WHAT THE SCHOOL EXPECTS OF YOU**

We expect you to:

- Take responsibility for caring for your own health and wellbeing by adopting good health behaviours (e.g. diet, alcohol consumption and smoking).
- Follow safe and healthy working practices and procedures, and report any concerns to your manager (i.e. if you believe that work or the work environment poses a risk to your health).
- Discuss any concerns at work with your Headteacher and raise any complaints through the appropriate channels (e.g. Whistleblowing Policy).
- Tell the Headteacher if you see or experience anything that is inappropriate or wrong so that the issue or your complaint may be properly investigated in a timely manner and, if appropriate, action taken. And in the event that you are not satisfied with the outcome and response from the Headteacher, you should refer the issue up to the Chair of Governors.
- Tell your Headteacher of any extenuating circumstances (e.g. personal or family problems or an unmanageable workload which may be affecting you in work).
- Ask the Headteacher, Senior Mental Health Lead or Mental Health First Aider for help if you need it.

## **Occupational Health**

The role of the school's occupational health provider is to assess the impact of 'health on work' and 'work on health' and to help maintain the health of the workforce. It is an independent advisory service that will give impartial advice to you and your Headteacher.

The school's occupational health provider will undertake various screening medicals, and also assessments when you find aspects of your work difficult to undertake due to health problems, or when prolonged/frequent sickness absences occur. Full contact details for the school's occupational health provider are available from the Headteacher.

## **Work Life Balance and Flexible Working**

The school recognises that a better work-life balance can improve staff motivation, performance/productivity, and reduce stress. The school therefore has a number of policies that support you in achieving a better balance between work and other priorities such as caring responsibilities, leisure activities, further learning and other interests.

More information about work-life balance and flexible working options are available from the school. You should also speak to your manager and/or union representative for additional support and advice.

## **DATA PROTECTION**

The school processes personal data, including information about your health, in accordance with its data protection policy. Inappropriate access or disclosure of your data constitutes a data breach and should be reported immediately in accordance with the school's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

## **EQUALITY**

Styal Primary School is committed to promoting equal opportunities in employment. You (and any job applicants) will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation or caring responsibility. This means that the application of the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## **MONITORING AND REVIEW**

The policy will be monitored to ensure that it is operating fairly, consistently and effectively. The policy will also be reviewed in the light of operating experience and/or changes in legislation.

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Headteacher: Louise Boardman

Date: April 2023

Chair of Governors: Lee Walsh

Date: April 2023