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**Staff Wellbeing Policy**

September 2024

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# Aims

This policy aims to:

 Support the wellbeing of all staff and students to avoid negative impacts on their mental and physical health

 Acknowledge the needs of staff and students, and how these change over time

 Help staff and students with any specific wellbeing issues they experience

 Provide a supportive work environment for all staff

 Allow staff to balance their working lives with their personal needs and responsibilities

 Ensure that staff understand their role in working towards the above aims

# Promoting wellbeing at all times

At Positive 4 Young People CIC, we aim to promote positive mental health for every member of our staff team and every student. P4YP aims to help our student’s set foundations for their future and be ready for the world. To do this, we must support students to be able to manage change and develop skills for their future success. In order to facilitate this, we recognise that we must promote positive staff wellbeing so that staff are able to support our students.

The wellbeing of staff is paramount to maintaining a successful environment for all. P4YP recognises that the staff are its most important resource and are to be valued, supported and encouraged to develop personally and professionally. P4YP believes that how staff feel on an everyday basis is likely to affect their performance and therefore impact on the ethos and atmosphere.

P4YP will continue to embed practices and routines to support staff and students by providing opportunities for them to reflect on their own needs, develop their emotional literacy, and recognise when they need individual support. P4YP will raise awareness of the support and services available to staff and students, understanding that ultimately staff need to take responsibility for recognising and addressing their own issues of concern, in order to reach a resolution that allows them to continue to work in an efficient and positive way. Supporting staff wellbeing is a drive to ensure staff are enabled to meet professional expectations and are able to successfully conduct their job role as opposed to ensuring staff holistic happiness, and the understanding that staff will be supported by P4YP, the Senior Leadership Team and the Directors.

A considered approach to staff wellbeing will ensure that we are able to:

 Improve our workplace understanding and communication about wellbeing and mental health issues, in order to create a supportive, positive climate for all.

 Improve teamwork, staff development and co-operation by effectively distributing leadership and development opportunities.

 Recognise and respond to workload and work life balance concerns.

 Respond to individual needs in a personalised way.

 Attract and retain the calibre of staff needed to meet the needs of our students, our community and our stakeholders.

 Improve our Alternative Provision’s effectiveness by effectively reducing staff absenteeism and staff absence due to mental health.

 Develop an enthused and motivated workforce with high morale, capable of delivering the best education for our students.

## 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.

 Be mindful of their working hours, including when it is and isn’t reasonable to respond to communications.

 Contribute positively towards morale and team spirit.

 Use shared areas respectfully, such as the staff room or offices.

 Take part in training opportunities that promote their wellbeing and allow them to better manage their workload.

## Role of line managers

Directors and Line managers are expected to:

 Maintain positive relationships with their staff and value them for their skills, not their working pattern.

 Provide a non-judgemental and confidential support system to their staff.

 Take any complaints or concerns seriously and deal with them appropriately using P4YP’s 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.

 Understand that personal issues and pressures at work may have a temporary effect on work performance and take that into account during appraisal or supervision procedures.

 Promote information about, and access to, external support services

Help to arrange personal and professional development training to support understanding of mental health and wellbeing.

 Keep in touch with staff if they’re absent for long periods.

 Monitor staff sickness absence and have support meetings with them if thresholds are reached.

 Conduct return to work interviews to support staff back into work.

 Conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation.

## Role of senior staff

All members of the senior leadership team have a role in promoting honesty, integrity, confidentiality and trust in relation to mental health and wellbeing for staff and students.

All senior staff are expected to:

 Promote an P4YP ethos where all staff are valued and where respect, empathy and honesty are the cornerstones of all P4YP relationships.

 Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours.

 Manage a non-judgemental and confidential support system for staff.

 Monitor the wellbeing of staff through regular staff supervision 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, with staff being consulted before any changes are made.

 Listen to the views of staff and involve them in decision-making processes where relevant, including allowing them to consider any workload implications of new initiatives.

 Communicate new initiatives with all members of staff to ensure they feel included and aware of any changes occurring at P4YP.

 Establish clear boundaries on out-of-hours working, including on when it is and isn’t reasonable for staff to respond to communications, and provide clear guidance to all stakeholders.

 Make sure that the efforts and successes of staff are recognised and celebrated.

 Provide opportunities for staff to voice their thoughts and ideas through appropriate staff voice.

 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, and make sure that there are clear routes in place to escalate a concern in order to access further support.

 Ensure that new staff are supported with an appropriate level of induction.

 Provide opportunities for personal and professional development.

 Model good practice and positive approaches to health and wellbeing.

Ensure the provision of a welcoming and tidy school environment that is sensitive to issues of race, gender, sexual orientation, culture, faith and disability.

 Maintain quality facilities e.g., access to refreshments, adequate seating, and toilet facilities.

# Managing specific wellbeing issues

Good practice to promote staff well-being may include:

 Daily communication via staff briefings, whatsapp and emails.

 Half-termly communication 1:1 with line manager through staff supervision

 Tea and coffee to be funded by P4YP

 Positive feedback about P4YP and staff being regularly shared.

 Successes celebrated together.

 Social activities organised for staff, by staff; for example, at Christmas time and the end of the academic year.

 An annual staff wellbeing survey to enable feedback and development of policy and practice.

 Return to work meetings with HR to support staff after illness and absence.

P4YP will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at work or in their personal lives.

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

 Regular supervision to discuss issues, concerns and needs 1:1 with a line manager.

 Completing a risk assessment and following through with any actions identified.

 Giving staff time off to deal with a personal crisis (“compassionate leave”.)

 Arranging external support, such as counselling or occupational health services.

Reassessing their workload and deciding what tasks to prioritise for a period of time.

At all times, the confidentiality and dignity of staff will be maintained. Decisions will be made on an individual basis and in the best interests of all involved.

# Monitoring arrangements

All members of staff are required to familiarise themselves with this policy as part of their induction programme, and annually as a result of any policy amendments.

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# Legal framework

This policy has due regard to relevant legislation, including but not limited to, the following:

 Health and Safety at Work etc. Act 1974

 Employment Rights Act 1996

 Employment Relations Act 1999

 Equality Act 2010

 The Management of Health and Safety at Work Regulations 1999

 MHFA England – Line Managers Resource 2016