



## North Ridge High Specialist Support School

### Draft Staff wellbeing policy

Date created:	July 2018
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Review cycle: Annual Date of policy review:	October 2023
Persons responsible:	Headteacher/Business Director

Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

COVID 19 – Lockdown has been a challenging time for many people, affecting both physical and mental health. This policy has been amended to include additional support links to Mind and the Samaritans. An open door policy remains in place and colleagues are encouraged to seek support from school through the School Business Manager or Headteacher.

### Introduction

North Ridge School recognises 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. 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 Senior Leadership Team and Governing Bodies will:-**

- Work towards a school ethos where all staff are valued, where respect, empathy and honesty are the cornerstones of all school relationships.
- Provide personal and professional development such as team building, management of change, stress management, assertiveness, communications etc.
- Provide a range of strategies for involving staff in school decision making processes.
- Operate sensitive Performance Management and Appraisals linked to clear job specifications.
- Provide extra support from the Senior Leadership Teams at certain times of particular stress and/or difficulty e.g. OFSTED Inspections, Child Protection cases.



- Provide a non-judgemental and confidential support system e.g. mentors.
- Promote information about and access to supportive services.
- Ensure that, as part of the risk assessment processes of staff workload, there are robust evaluations of the risks of harm and act upon such findings.
- Provide staff, through training and building security, with a sense of safety and the confidence to deal positively with stressful incidents.
- Review the demands on teachers, support staff and administrative staff in the time spent on paperwork and seek practical alternative solutions wherever possible through the School Improvement Plan process.
- 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).
- Maintain positive staff-pupil relationships to ensure an effective teaching and learning environment.

**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 management system 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/pupil/parent/carers relationships and the recruitment and retention of staff.

**Practical Actions to Support Existing Staff:**

- Class teachers and Department Heads available to organise informal meetings with all staff, if required.
- Teachers to receive advice and guidance from either a member of the Senior Leadership Team if required.
- Teachers receive 10% PPA
- Trained and certified Mental Health First Aiders in place

**Practical Actions to Support New Staff :**

- An initial discussion of roles.
- Introduction/visit to school/class or environment of new role.
- Induction programme for all new staff
- Regular sessions will be organised with a senior member of staff responsible for coaching.
- 3 month review sessions to be held with the Senior Leadership Team.
- Practical Actions to Support New Roles



- Decide who will be the supporting person for the new role.
- Establish a pattern of coaching.
- 1:1 support for new tasks
- 3 month review interview with supporting person.

#### **When Problems Arise: -**

- The school will provide support and discuss options as appropriate to the circumstances. In some cases this may include external support such as the teacher helpline, support e.g. counselling. Occupational Health Assist services may be used.
- The school will continue to support even when external services are involved.
- The outcome of stressful or violent incidents from pupils will be considered in the school's response.
- During this time the school will seek at all times to maintain the confidentiality, rights and dignity of the staff involved.
- Managing Absence due to Ill Health – The school follows procedures for managing absence due to ill health (see attendance policy). The school will implement the use of risk assessments regarding health needs, when required. The school will work with One Education HR and People team in all cases.

#### **What staff can do to help themselves:**

- Staff are encouraged to utilise wellbeing opportunities detailed in the policy to support their physical and mental health.
- Occasionally situations from within or outside the workplace can lead to an imbalance. The school provides a range of pastoral support interventions which can be accessed including counselling (Health Assured) and risk assessments.
- Staff who believe they could be suffering from a mental illness, such as depression or anxiety, they should visit their GP as soon as possible, advise the school lead for H&S or speak to one of the schools Mental Health First Aiders.
- We each have to take responsibility for our own health and wellbeing, this can be supported by;
  - Time management
  - Health lifestyle
  - Knowing your personal limitations
  - Identifying your personal stressors
  - Avoiding unnecessary conflict
  - Acceptance
  - Taking 'time out'
  - Finding time for friends and family
  - Maintaining a positive mental attitude
  - Avoiding excessive alcohol, nicotine, caffeine etc
  - Utilising 'mindfulness' techniques (1 minute breathing/mindful observation and/or listening/game of 5s) <https://www.pocketmindfulness.com/6-mindfulness-exercises-you-can-try-today/>



- Mind – Guidance <https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>
- Samaritans – contact details [https://www.samaritans.org/how-we-can-help/contact-samaritan/?gclid=EAlaIQobChMIyr3M2MvM6AIVGLLtCh1ZrQzuEAAYASABEgJfqfD\\_BwE](https://www.samaritans.org/how-we-can-help/contact-samaritan/?gclid=EAlaIQobChMIyr3M2MvM6AIVGLLtCh1ZrQzuEAAYASABEgJfqfD_BwE)

Here is a list of incentives to help promote staff wellbeing within North Ridge. We continue to look for new incentives to add to those currently on offer, if you hear of any other promotions/ideas which you think may benefit our school team then please let us have the details and we will look into it.

### **Flexible Work Policy**

North Ridge is committed to promoting flexible working in the context of achieving the aim of providing a high quality teaching and learning environment for pupils, whilst also developing working practices and policies that support work-life balance and wellbeing for employees. The school recognises that flexible working can raise staff morale, reduce absenteeism and improve productivity and retention of experienced and skilled employees.

### **Employee Assistance Programme**

This is a 24 hour helpline from **Health Assured** to support you through any of life's issues or problems. Health Assured provides confidential support services which are available to you and your immediate family.

Call free on **0800 030 5182** for support with:

- family issues
- medical information
- alcohol or drug issues
- gambling issues
- consumer issues
- financial information
- relationships
- childcare advice
- domestic abuse
- Tax information
- Legal information
- Housing concerns
- Stress and anxiety
- Retirement
- Bereavement
- Telephone counselling
- On-line health portal @ [www.healthassuredeap.com](http://www.healthassuredeap.com)

### **Staff rewards and other in-house incentives**

- At the end of every term and half term, all staff are rewarded with a small gift
- Staff who have had 100% attendance in the term will be allowed to leave work an hour earlier the following term
- Staff who have had 100% attendance for the whole school year will be rewarded with a gift voucher at the end of the summer term
- The school fitness suite is available for all staff to use outside of school hours
- All staff are invite to attend the annual School Development Plan meeting



- Refreshments and lunch is provided on all inset days for all staff

### **Mental Health First Aiders**

- Sarah Read – Lead for H&S, Mental Health Champion and Mental Health First Aider
- Sarah Fraser – Mental Health First Aider
- Shauna Thornton – Mental Health First Aider
- Chloe Flanagan – Mental Health First Aider
- Wesley Errock – Mental Health First Aider

### **Manchester Credit Union**

**Manchester Credit Union (MCU) has been working with Manchester City Council and other partners to introduce a way for staff to access savings, affordable loans and a range of insurance products.**

Manchester Credit Union is a non-profit making, financial co-operative owned and controlled by its members - these are the people who invest their money with MCU - which could be you.

You can contact them and see what they offer on their website: [www.manchestercreditunion.co.uk/](http://www.manchestercreditunion.co.uk/)

### **Cycle to work Scheme**

The Cycle To Work Scheme is simple; you purchase a bike for you to cycle to work on, hire it for an agreed length of time, then snap it up for a fraction of its original value. It's like a year-round sale, with interest free credit available in over 2,000 retailers nationwide.

You can buy a bike and accessories up to £2,000, and pay it back over 2 years, interest free directly from your pay.

### **Choose your Cyclescheme package**

1. Firstly, have a look at [how much you could save and what it might cost](#).

Remember, if you're visiting a retailer they can give you expert one-to-one advice; if you shop online, do your research, check reviews and make sure you get your bike sizing correct.

2. Submit your application

This couldn't be easier. You can apply at [cyclescheme](#). Use our Employer Code **151c9f**. On the application page, you'll be guided through a simple form that asks you for your work details, contact information, and the value of the Cyclescheme Certificate you're applying for. When you submit the form, Manchester City Council will receive a copy of your Hire Agreement.

3. Get your Cyclescheme package

If your application is approved and paid for by Manchester City Council, it's time to exchange your Cyclescheme Certificate for your Cyclescheme package. Contact your retailer and arrange a time to pop in and pick up your equipment. If you shopped online, your package can be delivered to an address that suits you, or you can opt for the click-and-collect service that some retailers offer.



Your salary sacrifice and Hire Agreement now kicks in. You'll pay a set amount from your salary each month in exchange for the hire of your Cyclescheme package.

The deduction is made from your gross salary, so you make income tax and national insurance savings of 32% if you're a standard rate tax payer, or 42% if you're a higher rate tax payer.

#### 4. Transfer Ownership

When the Hire Agreement and salary sacrifice ends, you can keep your Cyclescheme Package by making a final payment for just a small amount.

For a Cyclescheme package under £500, you'll pay 3% of the original value; for a package over £500, it's 7% - so a maximum of £70 on a £1,000 package. The bike remains 'hired' for a further 36 months, but with no more monthly payments. Ownership can then officially be transferred to you at no extra cost.

#### **Other school policies to refer to:**

- Attendance Management Policy
- Requests for Other Leave in Term Time. •
- Appendix 3 Maternity/ paternity Leave
- Flexible working policy
- Emotional resilience information

These policies are on the school server – Policies section.