

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 61

STAFF WELLBEING POLICY

Date approved by Board of Trustees	17/10/2023
Next review due:	Academic Year 2026 - 2027
Policy review cycle:	Every 3 years
Policy Owner:	Business Manager

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.***

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

1. This Policy Statement is made in accordance with the duties of the Governing Body in relation to the mental health and wellbeing of members of staff.

PROMOTING WELLBEING BY PROVIDING CERTAINTY, FAIRNESS AND CONSISTENCY IN THE TREATMENT OF EMPLOYEES

2. Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Governing Body takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty. These include:
 - Health and Safety Policy;
 - Equality of Opportunity Policy;
 - Harassment Procedure;
 - Grievance Procedure;
 - Whistleblowing Procedure.

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- Disciplinary Procedure;
 - Capability Procedure;
 - Financial Probity Policy;
 - Pay Policy;
 - Performance Management Policies for Teaching and Support Staff;
 - Information, Records and Copyright: Policies and Procedures;
 - Behaviour Policy;
 - Safeguarding Children.
3. All Policies are published on the school website.
 4. The Staff Handbook provides easy reference to a wide range of information needed at different times by employees.
 5. All roles and responsibilities in the School are clearly defined in the management structure and in job descriptions.

MANAGING WELLBEING ISSUES SENSITIVELY AND EFFECTIVELY

6. The Headteacher, Deputy Headteacher, Assistant Headteachers and other managers encourage an atmosphere in which members of staff feel comfortable in asking for help when it is needed. They seek to be sensitive to and to recognise early any factors in an employee's life that might precipitate stress-related issues. They act in a timely, supportive and proportionate manner when concerns arise.
7. The School maintains access at all times to HR and Occupational Health professionals and seeks their advice whenever it is necessary.

8. The Staff Handbook includes in a prominent position the telephone number and URL of the Teacher Support Line and the telephone number of a School-funded confidential counselling service for members of staff who wish to discuss problems and concerns or seek advice on them outside of the workplace.
9. The Safety Committee is the main staff consultative body on wellbeing issues as on other aspects of Health and Safety Policy. It is chaired by the Business Manager and include, Site Supervisor, Caretaker, Heads of DT, Science and PE, representatives of professional associations and the First Aid Officer. It meets termly and is empowered to consult staff more widely.
10. The Headteacher (supported by other senior managers) is responsible for ensuring procedures are in place and operated appropriately in accordance with the Management Standards for Work-related Stress, for example:
 - conducting regular risk assessments for work-related stress in consultation with senior staff and by using data (including the results of surveys of staff, staff absence rates and staff turnover rates);
 - considering and implementing changes in the organisation of work to try to forestall or solve difficulties that may arise;
 - monitoring and reviewing any measures that are planned or taken and assessing their effectiveness;
 - making individual interventions such as short-term rehabilitation and return to work plans and longer-term reasonable adjustments to work.
11. The Assistant Headteacher (Sixth Form) is responsible for administering and evaluating surveys and will keep a confidential record of measures planned and implemented under paragraph 10 to which the Headteacher, the Deputy Head, other nominated senior managers and the Chair of Governors shall have access for monitoring purposes.
12. The Chair and Vice-Chair have delegated responsibility to implement appropriate support for the Headteacher should it become necessary.

REVIEW

13. This policy will be reviewed every 3 years in accordance with the *Handbook of Governance*.