

“As unique individuals, we do our best at work and play for the love of God and others.”



Wellbeing Policy (Reviewed 2021)

In order to do our best for the pupils in our care, we need to look after each other and ourselves. These guidelines will help us to focus on each other’s wellbeing. Please do not suffer in silence – share your burdens so we can help.

“Bear one another's burdens, and thereby fulfil the law of Christ.”

Galatians 6:2

The Headteacher is a Mental Health First Aider. We are committed to being very mindful of workload issues and will put measures into place as far as possible to limit stress. Surveys will be taken periodically to assess sources of stress.

We are aware that stress is different for each person and what overwhelms one person may not overwhelm another. We will listen and we will not judge.

We are aware that staff supporting children with complex Special Educational Needs or children with challenging behaviour may need extra support/time out to manage their own wellbeing.

We know that sources of stress may come from outside the workplace and we will endeavour to help where possible.

We know that the following may indicate stress and we will look out for it in ourselves and each other:

Physical	Cognitive
excessive tiredness	lowered attention
tense facial muscles	memory problems
increased sickness absence	poor concentration
shaking	confusion
excessive sweating	difficulty making decisions
more frequent trips to the toilet	losing interest in paperwork
ill health	
Emotional	Behavioural
becoming moody and sullen	change in work performance
becoming angry or aggressive	withdrawing from others
over-reacting	becoming less co-operative
becoming impatient	accident proneness
depression	increased alcohol intake
tearfulness	increased smoking
getting upset and flying off the handle	increased/reduced food intake

There may also be indicators which reveal stress within the Team. These include:-

Work Performance	Relationships at Work
reduction in output	conflict and tension between colleagues
increase in error rates	poorer relationships with clients/customers
poorer decision making	increase in industrial relations or disciplinary problems
poorer planning and control	increased use of grievance procedure

Sickness and Absence	Staff Attitudes & Behaviour
increase in overall sickness absence	loss of commitment/motivation
increase in other forms of absence	longer hours worked with less return
change in pattern of absence e.g. more short term absences	erratic or poor timekeeping
	staff refusing to work overtime/stay to complete task

Managing Sources of Stress:

Limiting time spent on non-teaching activities:

- Staff meetings never exceed 4.30pm (unless it is a twilight session and in this case the time will be factored into the 1265 directed hours for teachers)
- Where possible, information is sent via email to avoid meetings.
- Meetings will be CPD focussed and will happen once a week maximum. Time is set aside in schedule for staff meetings for preparation for events where possible.
- No need to write lesson plans – SLT do not need to see planning. Evidence of good planning will be seen in pupil books.
- No marking policy. Evidence of effective feedback will be seen as child’s work progresses.
- Data will only be gathered three times a year and will not be duplicated.
- Parents are asked to email the admin team and not staff directly so that working hours are respected.
- Reports to parents will only be written once a year and time will be given to write the reports.
- Requests for information / tasks from subject leaders are coordinated so as not to overwhelm.
- Internal emails and work related texts are never sent later than 6pm – schedule for the next day – or earlier than 8am.

Supporting staff to manage their own wellbeing and that of others:

- Staff meetings have a wellbeing focus periodically to give opportunity to learn ways to manage stress and ways to spot stress/anxiety/depression in others.
- The behaviour policy gives clear guidance to teachers about how to manage behaviour with a flow chart about seeking help from SLT
- Bullying is not tolerated – from staff, parents or pupils. Protected characteristics under the Equality Act are respected and valued. Staff are encouraged to discuss their concerns in this area with SLT or the Chair of Governors – Imaudsley@stbenedicts.cheshire.sch.uk (see whistle blowing policy)
- PPA is taken at home.
- We encourage each other to leave by 4 (ish) on a Friday.
- SLT will endeavour to remove sources of stress, give support or make referrals to Occupational Health where appropriate and in full consultation with the member of staff.
- A stress risk assessment is completed annually and staff may refer to it at any time.
- Staff are actively encouraged not to work long hours.
- Supervision is held at Pupil Progress meeting time (and when necessary) to discuss and manage workload issues.
- Where a member of staff is returning to work following a period of absence due to stress, they will be supported in a variety of ways not limited to: reassessing workload, consideration of flexible working, supporting with challenging behaviour, CPD etc.