

Hormead CE (VA) First & Nursery School



Wellbeing Policy

"I have come that they may have life, and have it to the full." John 10:10

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Reviewed and Agreed by Staff and Governors	
Next Review Due	
Headteacher	Mrs Lynda Cowler
Chair of Governors	Mr Michael Johnson

This policy has been written and adapted in accordance with our School Vision

School Vision

"A natural home for all children and adults to have the opportunity to flourish within the community, in a unique and happy school rooted in Christian values."

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1. Scope

This policy applies to all employees and workers, etc. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

2. Introduction

At Hornead, we believe that wellbeing is at the heart of a flourishing community. As a natural home for all children and adults, we are committed to creating a happy and supportive environment where everyone can thrive. Rooted in Christian values, we recognise that the health and wellbeing of our staff are essential to fostering a nurturing and positive school culture.

This policy reflects our commitment to supporting the mental, emotional, and physical wellbeing of every member of our team. We value the balance between work and home life and understand that wellbeing and performance go hand in hand. By promoting a culture of care, offering practical support, and ensuring access to wellbeing resources, we aim to empower our staff to navigate challenges with confidence and resilience. Together, we will build a community where everyone feels valued, supported, and able to flourish.

3. Responsibilities

3.1. Employer

We recognise our legal duty of care to employees to promote health at work. We will ensure that our policies and practices reflect this duty and create a working environment where potential work-related stressors, as far as reasonably practicable are avoided, minimised or mitigated through good management practices.

3.2. Leaders

Our leaders will ensure that employees understand their role within the team and receive the appropriate information and support to do their job. Leaders will also familiarise themselves with our policies on diversity and tackling inappropriate behaviour in order to support staff. They are expected to ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications
- keeping employees in the team up to date with developments at work, including changes to their roles / responsibilities, and how these might affect their job and workload
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management
- making sure jobs are designed fairly and that work is allocated appropriately between teams
- ensuring that break and lunch duties are fair and are regularly assessed to ensure everyone is happy with what they are being asked to do.

3.3. Headteacher/ Governors

The headteacher, in liaison with governors, will develop employer-wide policies and procedures to support the wellbeing of employees. Leaders will assist managers in supporting individuals and liaise with occupational health (OH) as needed, with the objective of helping employees to maintain good psychological and physiological health.

3.4. Employees

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise and smoking) and must raise concerns with their manager if they feel that there are work issues that are causing them stress or having a negative impact on their wellbeing. Employees must take responsibility for developing their own coping strategies as one of the means to enable them to work effectively in their team and so reduce of the risk of stress.

3.5. Occupational Health (OH)

We subscribe to an OH service Sparta Health. Occupational Health professionals will work with our leaders to provide a comprehensive service designed to help employees stay in work or to return to work. This will include preparing medical assessments of individuals' fitness for work following referrals from us, liaising with GPs and working with us to help employees to retain employment.

4. Health promotion initiatives

From time to time, we may develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing.

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example, lunchtime walking or dancing clubs, which create a sense of community and inclusion for all. Where possible these initiatives should take place out of core working hours and employee working time.

At Hormead, we aim to get staff together at least once a year for a wellness evening, a chance to bond as a staff team and enjoy some time together away from the stresses of work and homelife.

Other measures available to support employees in maintaining health and wellbeing include:

- A wellbeing day for every member of staff, taken in liaison with the headteacher
- Wellbeing Fridays – dress in comfy clothes.
- Treat Fridays – staff take turns to bring in something for the staffroom to share with peers.
- procedures for reporting and handling inappropriate behaviour.
- a supportive headteacher with an open-door policy for all staff to talk when needed
- support from the church and Reverend if needed

- a stress management/handling pressure programme
- special leave arrangements such as career breaks / sabbaticals
- opportunities for flexible working
- support for workers with disabilities and medical conditions

5. Training and support

Managers and employees should regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to changing job demands, this will usually be focused on internal support, often relatively simplistic in nature and most commonly developed to cover all staff as new initiatives are introduced.

Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the communication tool most appropriate to the message, for example departmental/team meetings, one-to-one meetings, electronic communications and organisation-wide methods. We will seek to ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

6. Occupational health support

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their manager. The discussion should cover workload and other aspects they find to be a struggle, this may lead to the identification of training/support needs.

A referral to the occupational health team may be made if this is considered appropriate after an employee's initial discussion with their manager. Discussions between employees and the occupational health professionals are confidential, although the occupational health team will provide a report on the employee's fitness to work. This report will contain any recommended adaptations to the working environment, for consideration by the referring manager.

7. Relationship with other policies

This policy should be read in conjunction with other policies, procedures and guidance covering health and attendance; time off work; flexible working; bullying and harassment; and the management of work-related stress.

Appendix 1 – links to external organisations

ACAS booklet on health and wellbeing that sets out the components for a healthy workplace

<https://www.acas.org.uk/health-and-wellbeing>

MIND gateway Mental Health at Work: your first stop for better mental health at work

<https://www.mentalhealthatwork.org.uk>

Helping you / education support - Independent support for all working in education

<https://www.educationsupport.org.uk>

Anna Freud Centre for Children and Families /Schools in mind

<https://www.annafreud.org/schools-and-colleges>

Education staff wellbeing charter Gov.UK

<https://www.gov.uk/guidance/education-staff-wellbeing-charter>

Trade Unions:

<https://neu.org.uk/>

<https://www.nasuwat.org.uk/>

<https://www.ascl.org.uk/>

<https://community-tu.org/>

<https://www.naht.org.uk/>

<https://www.unison.org.uk/>