



NORTH FERRIBY C E PRIMARY SCHOOL

THE WELLBEING AT WORK POLICY

Date of New Policy	Summer 2015
Review Date	Summer 2017
Policy Type:	School
Co-ordinator	Mr R Orr
Link Governor:	Matthew Brailsford
Committee:	Personnel

Mission Statement:

**A Christian School with children at
its heart.**

Christian Values Statement:

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

Ethos Statement for North Ferriby CE VC Primary:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

Well Being at Work Policy

1. The aim of this policy is to develop and maintain a culture where all parties work together to reduce the incidence of work related stress.
2. The parties include employees, trade unions, managers and governors, who all have a role to play in effectively managing pressure at work.
3. It must be acknowledged that teaching practices and the school environment will be subject to change. Such change will inevitably lead to pressures on employees to adapt to new ways of working, often in an environment influenced by outside bodies. Such outside bodies, and particularly the Government, may exercise such influence to the extent that much of the change required is outside the school's control, but nonetheless necessary, for the school.
4. In the above circumstances, the school recognises that it has an important role in helping employees cope with change by ensuring that the planning for and implementation of change is effectively managed. Of utmost importance is the need to communicate fully with employees and as far as possible involve them in the change process.
5. Where, however, employees find themselves under pressure at work giving rise to ill health, the policies listed below give advice and guidance on what should be done to help remove the cause of the stress in so far as that may be possible. The school acknowledges that too much pressure leading to workplace stress can have detrimental effects on employees, and hence employees, managers and governors have an important responsibility to raise and tackle the causes of ill health at work.
6. Whilst for the most part it is hoped that managers will be able to remove the cause of the work related pressure, or at least reduce its impact, that may not always be possible. This is because work requirements in the school and the school environment may result in work pressures for some employees that simply cannot be resolved.
7. This is why all parties have a collective responsibility to work together to manage work related pressure within the school.
8. Guidance on managing stress in the workplace can be found in the East Riding's Well Being at Work Code of Practice. Other related policies are:

Adoption Pay & Leave	Domestic Violence and Abuse
Flexible Working	Harassment and Bullying
Job Share	Special Leave
Time off for Public Duties	Work/Life Balance
Workplace Drug and Alcohol Testing	

Appendix – Roles and Responsibilities:

Governors must:

- Be aware of 'signs and symptoms' (see point 5.3 of 'Wellbeing code of practice')
- Question the head on matters of staff wellbeing (relating to point 5.3)
- Investigate staff wellbeing through school visits
- Manage the wellbeing of the headteacher
- Others?

Headteacher must:

- Look out for signs and symptoms (see point 5.3 of 'Wellbeing code of practice') and be proactive with support when issues are identified
- Be aware of staff wellbeing when implementing change
- Be mindful of staff wellbeing when implementing the appraisal process and setting targets
- Through the 'Attendance at Work' policy, support staff when absences occur

Senior Staff must:

- Be mindful of junior and newer staff members and be proactive in giving them tips and ideas on how to work efficiently
- Keep the headteacher informed of all staff wellbeing issues

All Staff must:

- Generally be aware of the importance of staff wellbeing (that of their own and of others)
- Be aware of their own workload and stress levels and talk to senior leaders early if they have any concerns
- Be mindful of the general wellbeing of all members of their team and report any staff wellbeing concerns to either the headteacher or the deputy-head