



Wellbeing policy

04/07/19

Amended 18/07/19

Wellbeing policy

Policy statement

At Social Arts for Education we feel that our staff's wellbeing is of vital importance. Wellbeing is an important factor in job satisfaction and as such is a management issue. Our strategy will bring staff wellbeing to the forefront, whilst seeking to create a culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. We have a clear aim to promote the positive health and wellbeing of our staff. The issue of staff health and wellbeing at work is recognised as part of our broader approach to health promotion that involves us all.

We have a duty to ensure the health, safety and welfare of all its employees and aim to establish a positive health and wellbeing culture that includes awareness and understanding, effective processes, and positive behaviour by staff at all levels. Social Arts for Education recognises that mental and physical health and wellbeing are equally important and acknowledges the potential impact that work can have on both.

The purpose of the policy

This policy provides a framework within which Social Arts for Education will encourage and facilitate working practices and services that support employee health and wellbeing; minimise wherever possible the detrimental impact of work-related stress on all staff and their work; and ensure that staff are appropriately supported.

Scope

This policy applies to all staff employed by Social Arts for Education.

While recognising that Social Arts for Education has a legal obligation to manage work-related factors that could harm employees' health and wellbeing, including work-related stress, Social Arts for Education acknowledges that the majority of those who describe their wellbeing as poor attribute this to a combination of problems both at work and outside work in their personal life. This policy, therefore, makes no distinction between work-related and personal factors in supporting employee health and wellbeing.

Definitions, terminologies and legal responsibilities

Wellbeing and mental health

Mental health is a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own community. In order to avoid stigmatised terms which may deter staff from accessing the guidance and support required at work, in this policy the terms health and wellbeing are used as alternatives to physical and mental health.

The law

Social Arts for Education has a statutory duty under the Health and Safety at Work Act (1974) to ensure the health, safety and welfare of all its employees. The Act also places a general duty on the employee to co-operate with his/her employer to enable that duty to be complied with. Social Arts for Education will support and promote policies and practices which uphold this statutory duty.

Stress

Stress is a physical and psychological reaction when pressures and demands are beyond an individual's ability to cope. In the workplace, it is important to distinguish between excessive pressure and demands from those that are reasonable and provide stimulating and challenging work. Much will depend on an individual's ability to cope with the pressures and demands placed upon them and different individuals will have differing abilities to cope.

Interactions with other policies and guidance

This Policy supports and is aligned with other Social Arts for Education policies.

Social Arts for Education's Health and Wellbeing Policy should be read in conjunction with other key documents, including but not limited to, Health and Safety Policy, Data Protection Policy, Equal Opportunities Policy and Safer Recruitment Policy.

Particular attention is drawn to:

This policy and Social Arts for Education Data Protection Policy

While all dealings with staff are subject to Social Arts for Education's Policy on Data Protection, confidentiality is often of paramount importance to those experiencing wellbeing difficulties. However, that confidentiality may be necessarily breached where the individual is deemed to be a risk either to him/herself or to other people. The safety of the individual and/or the safety of other members of our community must take precedence over confidentiality.

This policy and the Disability in Employment Code of Practice

Social Arts for Education is committed to ensuring that it makes every reasonable effort to provide a supportive, inclusive environment for staff with disabilities and staff that acquire disabilities during the course of their employment. The aim of Social Arts for Education is to

remove barriers and/or make reasonable adjustments to the working environment and/or policies, procedures and processes which could disadvantage staff with disabilities, and, wherever possible, support disabled staff in being retained in the employment of Social Arts for Education.

This policy and Social Arts for Education's Staff Stress Management Risk Assessment.

Responsibilities

Responsibility of Social Arts for Education

Social Arts for Education is responsible for:

- promoting a culture of co-operation, trust and mutual respect;
- Signposting support and advisory services such as counselling and Occupational Health
- providing information on resources and services external to Social Arts for Education;
- ensuring that there is advice and guidance on procedures to support staff experiencing health and wellbeing issues, and their colleagues/line managers;
- ensuring that wellbeing awareness training is available for staff;
- encouraging a non-stigmatising work environment for all staff within Social Arts for Education;
- ensuring sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.

Responsibility of the Headteacher

The Headteacher is responsible for ensuring that safety issues reported to them, as the manager, are addressed at the appropriate level and in a timely manner.

The Headteacher is also responsible for the following:

- risk assessing work-related stress within the staff
- instructing managers and supervisors in stress prevention;
- providing staff with wellbeing awareness information;
- defining clear roles for employees and ensuring that the employees are competent to undertake their roles
- ensuring any employee experiencing health and wellbeing issues is appropriately and sensitively supported;
- ensure that they are aware of guidance, policy and available support and advisory services in relation to health and wellbeing;
- ensure that they, and appropriate members of their staff, attend training on health and wellbeing;
- encouraging staff to participate in events and initiatives undertaken by Social Arts for Education to promote wellbeing;
- supporting and encouraging flexible working practices wherever practical to do so;

- taking action where the performance and/or behaviour of a staff member may cause stress to their colleagues.

Responsibilities of all staff

All employees have a responsibility to take care of their own health and safety and that of others who may be affected by their actions. This includes:

- taking responsibility for their own health and wellbeing;
- informing their manager of health and wellbeing difficulties so that appropriate support can be put in place;
- raising concerns with their manager about work-place pressures and asking for help;
- participating in appraisals and responding to training and development opportunities;
- treating all team members with consideration and dignity and supporting steps taken to promote a culture of co-operation, trust and mutual respect;
- contributing towards a non-stigmatizing culture;
- upholding confidentiality (wherever safety is not compromised);
- supporting peers within appropriate limits and boundaries.

Responsibility of Human Resources

At Social Arts for Education, we outsource our Human Resources division to Peninsula, who are responsible for the following:

- ensuring the provision of appropriate networks to support staff;
- supporting the management of sickness absence and monitoring employee turnover.
- providing advice and guidance to managers and employees and signposting support for health and wellbeing issues.
- managing the Occupational Health referrals process and assisting managers with considering and implementing adjustments;
- facilitating appropriate arrangements to support individuals experiencing health and wellbeing issues; and their managers.
- supporting managers experiencing problems with employee performance and attendance;
- collating management information on wellbeing-related sickness absence for management; and facilitating action where issues are identified;
- providing stress awareness and prevention courses

Responsibility of the Health and Safety Officer

The Health and Safety Officer is responsible for:

- providing guidance on risk assessments;
- conducting audits on the management of stress
- ensuring health and wellbeing issues are a standing item on board meeting agendas

Responsibility of Occupational Health

The Occupational Health Service contracted by Social Arts for Education is responsible for:

- advising on health and wellbeing issues (including work-related stress);
- advising on the provision and content of health, wellbeing and stress awareness training;
- undertaking management referrals at the request of Human Resources.

Responsibility of Proprietorial Body

The Proprietorial Body has overall responsibility for safety in Social Arts for Education. Its responsibilities include:

- reviewing annually the management information provided by the headteacher and monitoring factors that might suggest there is a problem with stress-related illness;
- reviewing audits on the management of stress and ensuring that recommendations are considered and taken forward as appropriate.

Monitoring & Review

This policy will be agreed, and reviewed on an annual basis by the Proprietorial Body. The headteacher and Health and Safety Officer have responsibility for reviewing and updating this policy to align with changes in legislation. Any material changes to this policy must then be agreed by the Proprietorial Body.