



Inspire Partnership Multi Academy Trust

Wellbeing Policy

Policy Review Date – January 2018

Date of Next Review – August 2020

**Personnel Responsible – Chief Operating
Officer**

Wellbeing Policy

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Statement of intent

The Trust recognises the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

The Trust recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system
- To improve Schools effectiveness by actively reducing staff absenteeism and turnover
- To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders;
- To recognise that excessive hours of work can reduce staff effectiveness
- To recognise that improving workplace communication has a positive outcome for the whole school workforce

Key Aims of the policy

- To support staff in their work
- To acknowledge that the needs of both the Trust/Academy/School and its staff are not static, but change over time
- To acknowledge the need for the Trust/Academy/School's leadership, unions/staff representatives and staff to discuss workable work-life balance solutions;
- To encourage a partnership approach to meeting the needs of both the Trust/Academy/School and the staff;
- To operate in a fair and consistent manner
- To carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate without damaging the opportunities for students to succeed
- To take into account the equality implications of any policies introduced
- To communicate work-life balance practices to all staff. Developments and changes to policies should also be communicated on a regular

- basis;
- To include a monitoring, evaluation and review mechanism, linked to performance management and the Academy/School improvement plan, for work-life balance initiatives and strategies.

Legal framework

This policy has due regard to relevant legislation, including but not limited to, the following:

Health and Safety at Work etc. Act 1974

Employment Rights Act 1996

Employment Relations Act 1999

Equality Act 2010

The Management of Health and Safety at Work Regulations 1999

Health, Safety and Welfare

The Trust recognises its duty to ensure the health, safety and welfare of all employees at the academy/school. This policy will be implemented and will incorporate all aspects of welfare, which the Trust/Academy/School and Principal/Headteacher has put in place to prevent and deal with workplace stress. The well-being of the staff will be supported wherever possible.

Implementation

The Trust takes overall responsibility for implementing this policy and for ensuring the Principal/Headteacher and the Leadership Team enjoy a reasonable work-life balance. The Principal/Headteacher and Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

Commitment

The following issues will be reviewed for inclusion in a programme of committing to and improving employees' work life balance and their well-being;

- **Unmeasured Working Time**

Where employees are contracted to work unmeasured time, for example the Leadership Team, the Trust/Academy/School undertakes

to ensure that the schools' requirements and expectations are reasonable.

- **Employment Policies and Practice**

The Trust/Academy/School undertakes to adopt and apply the appropriate policies in respect of 'family friendly' employment, including consideration of part time working, flexible working patterns etc where this can be implemented without detriment to the operational requirements of the school. The Principal/Headteacher and Leadership Team will adopt policies and provide clear guidance on time off for public or trade union duties, or for personal reasons – refer to the Absence Management Policy.

- **Individual and Team Workloads**

We aim for the Academy/School's timetable to reflect a fair and reasonable balance of work between different members of staff. Management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

- **Planning and Policies**

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose.

- **Meetings**

The Leadership team aim to ensure that patterns of meetings are appropriate to the requirements of the whole school, faculties and departments etc. and that they are agreed in advance and that the pattern is adhered to. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

- **Administration**

Administrative work has been delegated to appropriate support staff where appropriate and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school and where possible will be collated by support staff.

- **Individual support and training**

Individual support, including confidential counselling through the Trust's

HR provider will be made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life.

Responsibilities

The Trust/Academy/School are responsible for the welfare of all staff and will monitor the effectiveness of this policy through the member of SLT responsible for staffing. The policy will be reviewed annually.

The Principal/Headteacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests. It will be each individual member of staff's responsibility to raise awareness when issues arise. Where staff are concerned, it is their responsibility to let the leadership team know so that we can attempt to resolve the issue.

Senior management

All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.

All senior members of staff will attend events and training opportunities which promote wellbeing and health.

Stress reduction strategies

Definition of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Stress can affect anyone and is not a sign of weakness.

- The Trust will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be regularly reviewed;
- The Trust will provide access to confidential counselling for employees affected by stress caused either by work or external factors;
- The Trust will provide adequate resources to enable managers to implement this wellbeing policy.

Responsibilities

A member of the **management team** will be assigned as a wellbeing lead, taking overall responsibility for monitoring the wellbeing of staff.

The Principal/Headteacher or nominated manager will arrange a briefing with all members of staff in which the current working times and practices will be discussed.

The Trust will adopt WMDC's sickness absence policy which promotes a positive, caring strategy for staff who are returning to work following sick leave.



Stress management action plans may be completed as and when necessary.

The management team will make referrals for employees to Occupational Health professionals and or counselors/life coaches if necessary.

Monitoring and review

The Trust will review this policy on a regular basis, and will make any changes necessary.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Signature: CEO	
Signature: Chair of Board	
Date:	9th January 2018