



Wellbeing Policy

- Effective: September 2023
 - Review: September: 2026
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Scope

This policy is applicable to all staff at Bosley St Mary's CE Primary School. It does not form part of any employee's contract of employment and we may amend it at any time.

Policy Statement

The purpose of this policy is to set out the school's approach to managing its obligations to support and enable staff to maintain their physical and mental health wellbeing.

The school has a responsibility for the health and wellbeing of its entire staff. As such, we are committed to the fair and consistent application of a Wellbeing Policy that maintains the wellbeing of staff whilst enabling the school to deliver effective and efficient services to residents.

This policy explains:

- What you can expect from the school and what the school expects of you.
- Workplace measures to promote wellbeing, including sources of help.

This policy should be read in conjunction with the school's policies and procedures on Flexible Working, Leave and Time Off, Absence Management, Dignity at Work, as well as Health and Safety policies (available from the school).

Expectations

What you can expect from the school

We will:

- Seek to ensure that your mental health and wellbeing is always treated as a priority, and make sure that you are supported if you are facing such issues.

- Take all reasonable steps to provide a safe and positive working environment, and put in place measures to minimise the risks to your health and wellbeing.
- Ensure health and safety at work as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Provide first aid in accordance with health and safety first aid regulations, as well as mental health first aiders to support you if you are experiencing mental health problems.
- Make sure that jobs are designed fairly and that work is allocated appropriately between staff.
- Set clear performance objectives and realistic timescales for delivery.
- Be supportive towards you, and where appropriate, seek to identify ways which can assist you to improve your health and attendance in the future.
- Listen, respond and act appropriately and in a timely manner when you tell us about something that is inappropriate or wrong.
- Respect the confidentiality of all information relating to any sickness in line with the Data Protection Act 2018 and the Access to Medical Records Act 1988.
- Treat you fairly and consistently in accordance with the terms of this Policy.

What school expects from you

We expect you to:

- Take responsibility for caring for your own health and wellbeing by adopting good health behaviours (e.g. diet, alcohol consumption and smoking).
- Follow safe and healthy working practices and procedures, and report any concerns to your manager (i.e. if you believe that work or the work environment poses a risk to your health).
- Discuss any concerns at work with your manager and/or raise any complaints through the appropriate channels (e.g. the Grievance Policy and Procedures or the school's Whistleblowing Policy).
- Tell the Headteacher if you see or experience anything that is inappropriate or wrong so that the issue or your complaint may be properly investigated in a timely manner and, if appropriate, action taken. And in the event that you are not satisfied with the outcome and response from the Headteacher, you should refer the issue up to the Chair of Governors.
- Tell your Headteacher of any extenuating circumstances (e.g. personal or family problems or an unmanageable workload which may be affecting you in work).

I can do all things through Him who strengthens me.

Philippians 4:13

Page 2

- Ask the Headteacher for help if you need it.

Workplace Measure to Promote Wellbeing

The school also has a Dignity at Work policy which sets out the school's standards on how you should behave towards colleagues at work, and explain how problems associated with bullying and harassment can be resolved if they occur.

There are also a number of policies available if you have concerns at work or wish to raise a complaint (e.g. the Grievance Policy and Procedures or the school's Whistleblowing Policy).

Occupational Health

The role of the school's occupational health provider is to assess the impact of 'health on work' and 'work on health' and to help maintain the health of the workforce. It is an independent advisory service that will give impartial advice to you and your manager.

The school's occupational health provider will undertake various screening medicals, and also assessments when you find aspects of your work difficult to undertake due to health problems, or when prolonged/frequent sickness absences occur. Full contact details for the school's occupational health provider are available from the Headteacher.

Work Life Balance and Flexible Working

The school recognises that a better work-life balance can improve staff motivation, performance/productivity, and reduce stress. The school therefore has a number of policies that support you in achieving a better balance between work and other priorities such as caring responsibilities, leisure activities, further learning and other interests.

More information about work-life balance and flexible working options are available from the school. You should also speak to your manager and/or union representative for additional support and advice.

Data Protection

The school processes personal data, including information about your health, in accordance with its data protection policy. Inappropriate access or disclosure of your data constitutes a data breach and should be reported immediately in accordance with the school's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

Equality

Bosley St Mary's CE Primary School is committed to promoting equal opportunities in employment. You (and any job applicants) will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation or caring responsibility. This means that the application of the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Monitoring and Review

The policy will be monitored to ensure that it is operating fairly, consistently and effectively. The policy will also be reviewed in the light of operating experience and/or changes in legislation.