



EXCELLENCE
FOR ALL

ALLFARTHING SCHOOL

Wellbeing Policy

Reviewed: Spring 2022

Next Full Review: Spring 2023

Person Responsible: Deputy Headteacher

Contents

1. Vision Statement	3
2. Allfarthing Values	3
3. Rationale	3
4. Aims	4
5. Roles and responsibilities	4
6. Support in specific circumstances	5
7. Related policies	5
8. Appendix 1	5

1. Wellbeing Vision Statement

At Allfarthing we focus on the whole child by putting wellbeing, resilience and mental health at the centre of our work with our pupils, staff and community. We aim for children to engage and participate all aspects of school life, allow them thrive within the school environment and develop empathy and understanding of our local community. We also recognise the link between wellbeing and academic progress and endeavour for every child to meet their full potential.

2. Allfarthing Values

Allfarthing is a school where:

- Everyone feels included and respected
- Expectations are high with pride in our achievements and those of others
- Health and happiness are nurtured
- A love of learning is encouraged as we are always striving to improve

3. Rationale

At Allfarthing Primary School, we recognise that our staff are our most important resource and are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel part of a valued team, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

This purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

4. Aims

We aim to ensure that our school:

- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making
- takes account of equality implications
- Provide opportunities for staff professional development

5. Roles and responsibilities

The senior leadership team (SLT), governing body and school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to school policy.

The governing body is responsible for:

- fulfilling its duty of care as an employer
- monitoring the workload of the headteacher
- receiving any concerns from members of staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- reviewing this policy in conjunction with the headteacher
- considering how its own members are treated and valued
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- operating a sensitive performance management policy
- ensuring that other school policies and procedures take account of staff wellbeing
- overseeing that change management is operated in a fair and reasonable way.

The headteacher is responsible for:

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- acting as gatekeeper and prioritising reforms and innovations
- ensuring that staff are equipped with the right training to do the job confidently
- ensuring that staff feel valued and that time is set aside for them

- providing meeting guidelines that are agreed upon and followed
- planning the year's timetable considerably bearing in mind staff commitments
- providing a set budget for staff facilities, environment and welfare
- including in professional development meetings opportunity for staff to discuss their aspirations and career intentions
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- ensuring accessibility and the accessibility of SLT to members of staff
- ensuring that there are effective methods of communication
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- ensuring that a mentor system operates within the school and especially for each new members of staff and that the staff induction process is put into place
- conducting risk assessments for work-related stress
- relevant time protected for staff such as PPA, staff meeting time for reports etc.

The headteacher implements these responsibilities with the support of appropriate staff such as the deputy headteacher, senior leaders and pastoral staff and who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- treating one another with empathy, respect and kindness
- Being mindful, taking care of their own health and safety at work and communicating with key staff where they need support
- Knowing the channels of communication available
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff in the school and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.

Examples of good practice may include:

- providing lunch and refreshments in INSET training
- carrying out team-building exercises as part of staff CPD
- providing yoga and/or fitness activities (subsidised or free where possible)
- giving staff the option to plan their own social activities
- holding designated health and wellbeing weeks

- celebrating staff achievements (e.g. shine)
- providing pastoral services – drop-ins and confidential sessions
- creative spaces for staff to be able to meet, relax and work quietly
- providing external development opportunities like life coaching and P2B staff sessions
- providing creative opportunities for building morale and promoting wellbeing (e.g. secret angels, shared lunches)

6. Support in specific circumstances

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the school will continue to support even when external services are involved.

Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside the school. **This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis. Each member of staff is also entitled to one paid wellbeing day and two unpaid wellbeing days a year (see appendix 1).**

7. Related policies

This policy should be read in conjunction with policies for:

- *equal objectives statements*
- *teacher appraisal*
- *Safeguarding and complaints*
- *Inclusion policy*

Appendix 1

Well-Being Days

Rationale

At Allfarthing, we are leaders in professional work-life balance and well-being, while continuing to ensure our children maximise their potential. We believe that for our children to flourish, our adults must also. It is well documented that teacher recruitment and retention is of national concern and staff burnout is on the rise. In addition to this, school budgets are being squeezed by increasing pressures from employer contributions and increasing operating costs. This approach is supportive in managing all aspects of these challenges: recruiting excellent staff and keeping them, providing a healthy work-life balance in a high-stress job, reducing operational costs through creative and supportive staff savings.

This addendum is designed to accompany the School Teacher Pay & Conditions document, and relevant pay & conditions legislation for all school staff at Allfarthing Primary School. This includes:

- 1 - Teaching Staff (contract)
- 2 - Teaching Assistants (contract)
- 3 - Office/Admin Staff
- 4 - Site Staff
- 5 - Senior Management (HT, DHT, AHT)

Well Being Days

1.1 All Staff will be granted one (1) paid well-being day during the academic year, which can be taken at any time except those listed in Table 1 (use of generated income from Open Events & Advisory)

1.2 All Staff will be granted two (2) unpaid well-being days during the academic year which can be taken at any time, with a minimum duration of 1 day and a maximum of 2 successively, except during those times listed in Table 1.

1.3. Well-being days should not be seen as connected to other leave requests, they can still take place outside of well-being days. A request of leave form should be filled in.

Allocation

2.1 Well-being days must not disrupt the effective leadership or management of the school nor the outstanding teaching and learning. This is always at the discretion of the Headteacher and the needs of the school. Therefore:

2.1.1 - There must always be 1 teacher from the year group at school and no more than 2 teachers from any phase on well-being days at the same time;

2.1.2 - There must always be 1 class-based TA (EYFS/KS1) of the year group present.

2.1.3 - There must always be 2 experienced Office/Admin staff in school;

2.1.4 - Where there is a class-based TA and teacher, they shall not be permitted to take well-being days on the same date

2.1.5. It is the duty of the member of staff taking well-being days to cover their duties and ensure all the relevant parts of the planning are taken care of.

2.1.6. In the highly unlikely situation where too many a. teachers or b. support staff request the same day, it will be at the headteacher's discretion as how many staff across the school can be absent.

2.2 Well Being days will be allocated based on the following and are directed by the discretion of the Headteacher, taking into account the needs of the school, leadership & management, alongside outstanding teaching & learning:

1 - Your Role (teacher, TA, office, site) & which (if any) team you belong to (please refer to section 2.1)

2 – Length of service

3 - First come - first served

2.3 Well Being Days will be advertised at the start of the year (although in the first instance, from the agreement of this addendum) for the 12 month period following the advert. Staff will have a window of 3 weeks in September to respond and indicate their preferences. After the 3 week window, dates will be allocated on a first come-first served basis within the year, until the following September when the process will be repeated.

2.3.1. Well-being days must be requested at least 10 working days in advance. It is the headteacher's discretion whether they will be granted outside of the initial 3 week window. There may be reasons such as moderation or important meetings

2.4 Staff may not swap dates or change their dates with colleagues - this must always go through the Headteacher and the listed process.

2.5 Staff need to email their requests to the Headteacher at headteacher@allfarthing.wandsworth.sch.uk. Apart from the first raft of applications, your request will be answered within three working days.

2.6 If staff take a well-being day and subsequently miss a significant event at school e.g. staff meeting, other training or key assembly, it is their responsibility to ensure they have all the necessary information in order to continue to fulfil their duties as if they had been here.

2.7. The days are not designed to be taken at the end of a half term (see exemptions below) in order to get for example cheaper flights, but for the staff members well-being.

Withdrawal of Requests

3.1 Well-being day requests can be withdrawn, up to 72 hours before the scheduled start of the well-being day (paid or unpaid). Staff will then be able to choose a new date based on a first come - first served basis.

Right of Refusal

4.1 Well Being Days are not mandatory and do not need to be taken by any member of staff.

4.2 No member of staff should feel pressured to take well-being days for any reason other than their own well being

Financial Implications

5.1 There are two models that can be analysed here:

1 - Unpaid Days for teachers managed by supply teachers at a daily rate

2 - Unpaid Days for teachers managed by internal cover

*It should also be noted that the 1 paid Well Being day can be 'subsidised' by the salary recovery from the unpaid days, if taken up by majority of teaching staff

SATs weeks	Not permitted
Sports day	Not permitted
The final day before or after a break	Not permitted
Not until all the applications have been taken in	Not permitted