



BISHOP BRIDGEMAN C OF E PRIMARY SCHOOL

EMOTIONAL HEALTH & WELL BEING POLICY

We want all members of staff to feel that their jobs contribute positively to their lives rather than being a source of illness, harmful stress or other discontent.

We are committed to employee emotional health and well-being.

Policy Statement

Bishop Bridgeman CE Primary School is committed to ensuring the health, safety and welfare of all employees and we believe that all employees should have the benefit of a working environment that creates a sense of well-being and security. The “working environment” includes the way in which workloads and the workplace are managed as well as the physical conditions in which the work is done.

The Governors and Headteacher assess the working environment continually for any potential sources of stress, illness or related problems.

Staff are responsible for alerting the Headteacher at the earliest opportunity, to any situation or factor that may be a source of stress, illness or other related problems.

We accept that stress can be a legitimate workplace issue and do not subscribe to the view of it being a sign of personal weakness.

All instances of concerns will be treated with sensitivity and, if necessary, confidentiality in making efforts to reduce or eliminate the source of the stress and in providing support to the employee to minimise any harmful effects and hasten recovery. Specialist support, training and guidance is available. We think it is important that all members of staff have the proper skills, facilities and equipment to be able to do their jobs. We also prioritise clear and regular communication between staff and the Headteacher.

We accept that circumstances in a member of staff’s personal life can affect behaviour and performance at work and, whilst it may be beyond the scope of the Governors and Headteacher to directly address those personal issues, it is right that managers take these into consideration in assessing any sense of well-being.

Local Education Authority Support The Local Education Authority has specialist staff who can provide professional support to managers who have to deal with employee well-being issues. Staff seeking support or advice on Health & Well-being issues can call Human Resources on 01204 332110.

Education Personnel Officers can help schools to match employees and posts by advising on the recruitment and selection process. They also provide guidance on the scope and range of options available to schools in particular situations. This helps to ensure fair and consistent management standards, which in turn provides reassurances to staff.

The **Occupational Health Physician** and **Occupational Health Nurse** also provide support and advice to schools. By pre-employment medical screening they will ensure that recruits are fit to undertake the range of duties within the job and can identify the type of support that a person may require to perform effectively in the job. In the event of employees suffering ill-health, they will carry out health assessments and, if appropriate, facilitate a return to work.

The **Health and Safety Advisers** will provide advice and support to enhance the physical working environment and systems of work. They will also contribute to the risk assessment process and provide the link between the Council and the Health and Safety Executive.

Trade Union Appointed Representatives and other **Employee Representatives** have been consulted in the production of this guidance. Trade Union Representatives can provide members with information and support on a

wide range of health and safety issues and any member may seek their advice at any time.

Bolton Council operates a number of corporate policies and procedures to assist managers to manage effectively and to ensure that all employees are given a fair and consistent quality of management.

A full list of policies are available for all staff and are saved on the school system, or can be made available on request.

Other procedures and measures which Bishop Bridgeman CE Primary school use contribute towards employee well-being:

Pre-employment medical screening to help ensure that the candidate is suitable for the nature of the work.

Induction training to introduce employees to the working environment and the work methods. You will find details in the Staff Induction Policy which is given to all new members of staff.

Regular INSET and skills training will be provided to enable all members of staff to work efficiently, effectively and safely.

Flexible working arrangements may be possible to accommodate personal circumstances. This should be discussed with the Headteacher in the first instance.

The Performance Management/Appraisal Policy allows for work to be discussed and evaluated and for mutually agreed workloads and targets to be established. Performance Management for support staff is organised by the Headteacher and Deputy.

Regular risk assessments identify areas in which employees' health or safety are vulnerable and provide a means to introduce more adequate control measures. All members of staff are expected to be aware of their own responsibility for health and safety issues identified in the school's Health and Safety Policy.

Staff meetings, newsletters, briefings and other means of communicating information – help to ensure that all employees are kept abreast of workplace issues which may affect them.

Workload re-allocation and re-deployment may be considered to provide temporary or permanent relief, after discussion with the individual concerned.

Mentoring and/or Coaching is used at Bishop Bridgeman CE Primary School to assist individuals to develop their strengths and to strengthen particular areas of weakness.

The **Occupational Health Service** can provide advice, support and lifestyle screening and advise on whether rehabilitation following a period of absence can help employees return to work without experiencing a recurrence of the cause of absence. The service can be contacted 01225 713183 – Cheryl Munday is the contact.

Paid and unpaid time off is available in some circumstances for family emergencies and parental needs. For details please consult the Staff Absence Policy.

Policy presented to Staff and Governors in the January 2014.

Policy Agreed by Governors February 2014 Policy to be reviewed in January 2017.