

Botley C of E Primary School
Mental Health and Well-Being of Staff Policy



1.0 Policy Statement

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community. (World Health Organization)

Through the core Christian values of respect, determination and stewardship, we aim to ensure that our school is a place in which everyone achieves, is supported, cared for and feels loved, safe and secure. Relationships are positive and enriching and enabling and there is a core focus on looking after each other, our school, our wider community and God's world.

As a result, we aim to ensure and promote positive mental health for all of the staff within our school. Staff is taken to mean anyone in paid employment by the school. Good staff wellbeing is essential for cultivating a mentally healthy school, for retaining and motivating staff and for promoting and securing higher pupil outcomes.

2.0 Aims of the Policy:

- 2.1 To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- 2.2 To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- 2.3 To recognise that excessive hours of work can be detrimental to staff health and effectiveness.
- 2.4 To communicate the importance of a work-life balance to all staff.
- 2.5 To respond sensitively to external pressures which affect the lives of staff members.
- 2.6 To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
- 2.7 To make staff members aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.

3.0 Roles

3.1 The Governing Body:

3.1.1 Will take a lead role in formulating the Wellbeing Policy.

3.1.2 Will have a named Wellbeing Governor who works with the Senior Leadership Team to annually review the impact of the policy and determine if it has positively impacted upon staff wellbeing.

3.1.3 Will make recommendations to the Senior Leadership team as appropriate if they believe that staff wellbeing is not being considered or protected.

3.2 The Senior Leadership Team:

3.2.1 Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.

3.2.2 Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.

3.2.3 Will provide a range of strategies for involving staff in the school decision making processes.

3.2.4 Will review the demands on staff, and seek practical solutions wherever possible.

3.2.5 Will ensure that there is a caring, trusting and supportive school ethos and environment in which all staff feel valued.

3.2.6 Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

3.2.7 Will model good working practices and self-care and support other members of staff in doing the same.

3.2.8 Will ensure that through their behaviours there is no transfer of stress and anxiety to other members of staff.

3.2.9 Will maintain an open-door policy so staff know they can discuss anything with them.

3.2.10 Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.

3.2.11 Will ensure that there is clear consistent communication between staff and management with regards to all areas of school life.

3.2.12 Will create reasonable opportunities for employees to discuss concerns in a professional manner, and will enable staff to do so in an environment where stress is not considered a weakness.

3.2.13 Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.

3.2.14 Will look for flexibility in opportunities to fulfil and complete tasks within directed time such as Staff Development.

3.2.15 Will recognise that training is not always pertinent to all teachers.

3.2.16 Will promote avenues in which staff can gain support if required, including in cases of domestic violence.

3.3 All Staff Members

3.3.1 Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work or stress for themselves or their colleagues.

3.3.2 Will ask their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.

3.3.3 Will ensure that through their behaviours there is no transfer of stress and anxiety to other members of staff.

3.3.4 Will not communicate with other members of staff professionally outside of stated working hours through informal methods of communication (e.g. private email addresses, text messages, social media).

3.3.5 Will be welcoming and polite to all members of staff and undertake conversations in a calm and professional manner.

3.3.6 Will undertake professional dialogue in order to raise concerns, queries or questions, directly with another member of staff at the first opportunity.

3.3.7 Will welcome the opportunity to undertake and participate in open and honest professional dialogue.

3.3.8 Will be given the opportunity to access the Hampshire County Council workbook training Managing Stress in the Workplace on an annual basis.

4.0 Actions to Support New Staff

4.1 All staff will be given a school orientation by the Headteacher or Senior Administration Manager

4.2 All new staff will receive the staff handbook.

4.3 All new staff will be provided with all key policies including the Staff Mental Health and Wellbeing Policy.

4.4 All staff will be made to feel welcome.

4.5 At the end of the first week of employment, new staff will have a review with a senior member of staff.

4.6 The ECT Policy will be followed for all ECTs.

5.0 Non-School Employees

5.1 The same principles towards wellbeing will be applied to other people in the school that are not paid members of staff. This includes, Governors, PTA members, volunteers, student teachers and those on work experience.

6.0 Procedures for Handling Issues of Wellbeing

6.1 The Senior Leadership Team must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.

6.2 The Senior Leadership Team should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.

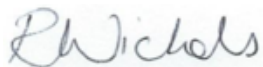
6.3 Where additional, professional advice is required, the school has a Service Level Agreement with Hampshire County Council Occupational Health to provide support.

6.4 Where necessary, staff should be encouraged to use the Hampshire County Council Employee Support Line (02380 626606).

6.5 The school will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as the teacher helpline or support from the Local Authority e.g. counselling.

6.6 During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

The content of this Policy has been fully reviewed and agreed by the School's Governing Body.

SIGNED  DATE 12.03.25
(Chair of Whole Governing Body)

REVIEW DATE: March 2027

| Review Date | Changes made in addition to review and renewal date changes | Changes |
|-------------|---|---------|
| 25.2.25 | No | N/A |

Appendix 1: Support Contacts

Hampshire County Council Employee Support Line

<https://www.hants.gov.uk/en/hampshire-services/occupational-health/schools/employee-support>

02380 626606

Education Support

<https://www.educationsupport.org.uk/>

08000 562561

The Samaritans

<https://www.samaritans.org/>

116123

Refuge

<https://www.nationaldahelpline.org.uk/>

0808 2000 247

The Police

<https://www.hampshire.police.uk/advice/advice-and-information/daa/domestic-abuse/support-helplines/>

Hampshire Domestic Abuse Services

<https://www.hants.gov.uk/socialcareandhealth/domesticabuse>

03300 165 112

Mind

<https://www.mind.org.uk/information-support/tips-for-everyday-living/wellbeing/wellbeing/>

Mental Health Foundation

<https://www.mentalhealth.org.uk/publications/how-support-mental-health-work>

The NHS

<https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/>