



LYDIATE
LEARNING
TRUST

Employee Health & Wellbeing Policy (LLT)



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TRUST

ENGAGE, ENABLE,
EMPOWER

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Introduction

Lydiate Learning Trust is committed to the health and wellbeing of all our people. We recognise that good employee wellbeing is essential for promoting a healthy school, for retaining and motivating our people, to reduce sickness absence, and ultimately to ensure our schools provide the best environment and education for our students.

Aims

This policy aims to:

- Support the wellbeing of all employees to avoid negative impacts on their mental and physical health

Provide a supportive work environment for all employees

- Acknowledge the needs of employees, and how these change over time
- Allow employees to balance their working lives with their personal needs and responsibilities
- Help individuals with any specific wellbeing issues they experience
- Ensure that employees understand their role in working towards the above aims

Promoting wellbeing at all times

Role of all staff

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

Role of Line Managers

Line managers are expected to:

- Actively promote a culture where well-being is supported, and a positive working environment established
- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their staff

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- Take any complaints or concerns seriously and deal with them appropriately using the school's policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- Promote information about and access to external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods
- With support from the HR Team, monitor staff sickness absence, and have support meetings with them if any patterns emerge (where appropriate)

Role of Senior Staff

Headteachers and Senior Leaders are expected to:

- Actively promote a culture where well-being is supported, and a positive working environment established
- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for staff
- Monitor the wellbeing of staff through structured conversations
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up to date, with clearly identified responsibilities and staff being consulted before any changes
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines, and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services
- Organise extra support during times of stress, such as Ofsted inspections
- Keep in touch with staff if they're absent for long periods
- With support from the HR Team, monitor staff sickness absence, and have support meetings with them if any patterns emerge (where appropriate)

Role of the Academy Governance Committee

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment

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- Monitor and support the wellbeing of the headteacher
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regard to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

Role of the CEO/Executive Team

All members of the Executive Team are responsible for actively promoting a culture where wellbeing is supported, and a positive working environment established

The **CEO** is responsible for:

- The overall day to day responsibility for health, safety, and wellbeing matters at the Trust
- Delegating responsibility for undertaking aspects of these duties through Headteachers, the Directors of School Improvement, Human Resources and Operations.

The **Director of Human Resources** is responsible for:

- Wellbeing for staff and monitoring wellbeing through regular surveys.
- Ensuring that advice is obtained as appropriate from occupational health.
- Ensuring employees are able to access our smart clinic employee assistance programme
- Where necessary
- Providing guidance and support to headteachers in relation to any identified areas for supportive improvement/change as a result of the staff wellbeing survey or staff consultation
- Ensuring adherence to the Trust's Sickness Absence Policy and Procedure

The **Director of Operations** is responsible for:

- Ensuring awareness of Health and Safety policies and risk assessment processes are fit for purpose.
- Providing specialist advice in relation to strategies to support the health safety and wellbeing of employees
- Providing support and guidance in relation to employee risk assessments, reasonable adjustments within the workplace setting.

Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time off to deal with a personal crisis
- Arranging external support, such as counselling or occupational health services

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- Providing access to employee assistant programme (Smart Clinic)
- Completing workstation/risk assessments and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise
- Monitoring attendance on a regular basis with support being offered and provided to staff where problems are being experienced
- Parent's evenings timings have been changed in order to improve the working hours of staff.
- Decision making processes are communicated, understood, and supported by staff
- There is a standing agenda item on each weekly SLT meeting that covers staffing issues where each member of SLT has the opportunity to raise any concerns about particular members of staff and also identify any staff worthy of praise for going above and beyond their normal duties - (ABCD) above and beyond the call of duty
- There is an annual department review that allows all departments through their HODs to voice concerns to the SLT.
- Health & Safety is a standing agenda item on all department meetings.
- The Head teacher formally meets the union representatives 6 times a year.
- There are opportunities for HODs & HOYs to go offsite each year to participate in CPD, network with each other and to discuss common concerns.
- There is a detailed induction process for new staff starting periodically during the year.
- Appropriate facilities are available for staff to take breaks, socialise and relax with each other at relevant times of the day.
- The quality of staff facilities e.g., access to refreshments, seating, and toilet facilities
- There is INSET and other forms of training throughout the year to meet CPD needs
- The school uses a whole school calendar and an assessment, recording and reporting calendar to ensure that all staff are aware of forthcoming parents evening/report timings etc. in order that they can plan their workload.
- Access to a counselling service is available to conduct one to one meeting with staff to listen to issues concerning staff well-being.
- There has been agreement with staff through the 'professional expectations' process such that staff are made aware of what is 'reasonable'.
- The headteacher supports wherever possible, requests from staff for reduced/part time working where personal circumstances may impact upon their ability to perform their current role.
- The SLT support staff by doing regular staff duties and acting as positive role models.

At all times, the confidentiality and dignity of staff will be maintained.

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