



CHSG
Carshalton High School for Girls

Staff Welfare & Wellbeing Policy

Reviewed and Agreed by Carshalton Local Governing Body:

Spring 2023

Next Review:

Spring 2026

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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1. Statement of Intent

The Governing Body is committed to ensuring that positive steps are taken in school to promote a healthy work-life balance for all employees. For teachers the School Teachers Pay and Conditions Document requires that all teachers and Headteacher enjoy a reasonable work-life balance.

Governing Bodies and Headteachers, in carrying out their duties, must have regard to the need for the Headteacher, teachers and support staff at the school being able to achieve a satisfactory balance between their working life and the demands of home, family and other interests and commitments.

An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of their health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff wellbeing is important in maintaining a positive atmosphere in the workplace.

The Governing Body recognises that employees are not obliged to work in school beyond their contracted hours.

The Governing Body and school leadership believe that a good work-life balance will:

- attract and re-train the calibre of staff needed for an outstanding education system.
- retain a motivated workforce, with high morale, able to deliver a high-quality education for our students.
- improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders.
- mitigate against, as far as is practically possible, work related stress

2. Aims

The aim of the policy is to:

- To support staff in their work.
- To acknowledge that the needs of staff are not static, but change over time.
- To acknowledge the need for leadership, including the Governing Body, unions/staff representatives and staff to discuss workable work-life balance solutions.
- To encourage a partnership approach to meeting the needs of all staff.
- To carefully plan and agree work-life balance solutions without damaging the opportunities for students to succeed.
- To consider the well-being implications of any policies introduced.
- To communicate work-life balance practices to all staff, including a monitoring, evaluation and review mechanism.

3. Health, Safety and Welfare

The Governing Body recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented and will incorporate all aspects of welfare, which the Governing Body and Headteacher has put in place to prevent and deal with workplace stress. The wellbeing of the staff will be supported wherever possible.

Menopause is a normal part of every woman's life. This policy recognises that the menopause is an equality and occupational health and safety issue and that women may need appropriate

flexibility, support and adjustments during the time of change before, during and after the menopause

4. Responsibilities

The Governing Body are responsible for the welfare of all staff and will monitor the effectiveness of this policy through the Headteacher.

Leadership

The Headteacher, senior leadership team and middle leadership will ensure:

- That there is effective communication where concerns can be raised.
- That the workload is distributed equitably and fairly in their team.
- Team members have the knowledge and skills to deliver their job
- Issues raised by team members are dealt in the best interest of the staff member and following school policies.

All employees

Each member of staff will:

- Treat each other with fairness, consideration and respect.
- Be liable for their own health and wellbeing, as far as is practically possible.
- Take ownership of setting out their own development plan and discussing this as appropriate with their line manager. This is one of the means to enable them to work effectively in their team and reduce the risk of stress.
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.
- Raise awareness when issues arise and, where appropriate, it is their responsibility to let their manager or the Senior Leadership Team know so that they can attempt to resolve the issue.

5. Support

The school offers support to staff through a variety of means:

- Regular performance management discussions where there is the opportunity to raise concerns about workload, ability to balance work with other aspects of their life or knowledge and skills.
- Workload Charter within the staff handbook
- Clear line management responsibility giving staff someone to speak to.
- Regular employee surveys
- Regular wellbeing weeks
- Mental health and wellbeing support available to staff is outlined in the weekly staff bulletin.
- Occupational Health when required, to assess the employee and environment, discuss with the employee what adjustments would help and signpost to other appropriate sources of help and advice.
- Wellbeing Lead within the school who is able to signpost relevant support
- Support from trade union representation when appropriate and in line with school policies.

6. Supporting Documents

The school, as a member of the Girls' Learning Trust has a number of HR policies to support staff wellbeing, including:

- Managing Staff Absence Policy

- Flexible Working Policy
- Staff Anti-Harassment and Bullying Policy
- Health and Safety Policy
- Managing workplace Stress Risk Assessment