



Carshalton High School for Girls

Excellence: everywhere, every day.

Staff Welfare & Wellbeing Policy

Reviewed and Agreed by Carshalton Local Governing Body:

Oct 2021

Next Review:

Oct 2022

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 and teachers at the school being able to achieve a satisfactory balance between work and life.

2. Purpose and Principles

The Governing Body recognises the importance of ensuring that all staff in school enjoy a reasonable 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 his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being 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.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system.
- To retain a motivated workforce, with high morale, able to deliver a high-quality education for our students.
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders.
- To recognise that excessive hours of work can reduce staff effectiveness.
- To recognise that improving workplace communication has a positive outcome for the whole school workforce.

3. Key Aims of the policy

- 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 take into account the well-being implications of any policies introduced.
- To communicate work-life balance practices to all staff, including a monitoring, evaluation and review mechanism.

4. 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.

5. Implementation

The Governing Body takes overall responsibility for implementing this policy and for ensuring the Headteacher and the Senior Leadership Team enjoy a reasonable work-life balance. The Headteacher and Senior Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

6. Responsibilities

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

The Headteacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests.

It will be each individual member of staff's responsibility to raise awareness when issues arise.

Where staff are concerned, it is their responsibility to let the Senior Leadership Team know so that they can attempt to resolve the issue.

7. Support

Performance Management discussions will offer the opportunity for staff to raise any concerns which they may have about their workload or ability to balance work with other aspects of their life.

Line management system in place for middle leader support.

Trade Union representation is good and there is access to the Headteacher.

Regular professional development sessions to support all staff.

Workplace Options Programme for all staff with all its associated benefits.

Wellbeing Lead within the school.

8. Supporting Documents

- Managing staff absence policy
- GLT Health and Safety Policy
- Managing workplace Stress Risk Assessment