



Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools



Staff Mental Health and Wellbeing Policy 2023-24

Purpose

The purpose of this policy is for **Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools** to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.
- Provide extra support at certain times of particular challenge and/ or difficulty e.g. OFSTED Inspections.
- Promote access to supportive services and provide a confidential support system

Scope

- This policy applies to all employees of **Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools** including contractors and casual staff.

Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing **Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools**
- support fellow workers in their awareness of this policy
- support and contribute to **Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools'** aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals
- manage the implementation and review of this policy.

Communication

Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy.

Objectives

1. Physical activity

a) To raise awareness of the benefits of physical activity.

- Provide educational leaflets and resources on physical activity.
- Provide staff courses and seminars on the benefits of activity and risks of inactivity/sedentary behaviour.
- Hold physical activity promotional events.

b) To support employees in becoming more active in a variety of ways.

- Encourage employees to make active choices through the use of promotional and motivational resources, for example encouraging them to walk or cycle all or part of the way to work, or to use the stairs instead of the lift.
- Provide information on local sports and leisure facilities, classes and clubs.
- Establish and support sports or activity clubs after school

c) To remove barriers and enable staff to be active in and around work.

- Provide flexible working hours where reasonable to allow for physical activity before, during and after work.

2. Healthy eating

a) To implement a healthy eating policy that raises awareness of the benefits of healthy eating.

- Provide educational leaflets and resources on healthy eating.
- Include workplace health on the agenda at team meetings.
- Provide courses and seminars on the benefits of healthy eating and the risks of poor nutrition.
- Hold healthy eating promotional events.

b) To implement a healthy eating policy that supports employees to make healthier eating choices in a variety of ways.

- Provide food storage and preparation areas in staffrooms
- Provide information on local weight management groups.
- Designate one week each year as Healthy Eating Week, with a range of organised activities.
- Provide access to water in all meeting and training rooms.

c) To remove barriers and enable employees to make healthy eating choices.

- Review current provision of services.

- Provide cool storage areas for lunchboxes and snacks.
- Work with on-site caterers to trial more healthy choices.
- Develop links with local food providers who will deliver healthy food options to the workplace.
- Encourage employees to eat meals away from their desks.
- Offer fruit instead of biscuits during meetings.
- Provide access to cool drinking water for all employees.

3. Mental wellbeing

a) To develop a supportive culture, tackle factors that may negatively affect mental wellbeing, and to develop management skills.

- Give employees information on and increase their awareness of mental wellbeing.
- Give non-judgemental and proactive support to staff who experience mental health problems.
- Include information about your mental health policy in the new staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events.
- Offer employees flexible working arrangements.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

b) To provide support for employees experiencing mental health difficulties.

- Ensure individuals suffering from poor mental health are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult the occupational health department, their own GP, or a counsellor of their choice.
- In cases of long-term sickness absence, put in place, where possible, graduated return to work plans.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health illness in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

c) To encourage the employment of people who have experienced mental health ill health.

- Show a positive and enabling attitude to employees and job applicants with a mental health illness. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.
- Do not make assumptions that a person with a mental health illness will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.

d) To recognise that workplace stress is a health and safety issue.

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices.
- Provide confidential counselling and adequate resources.

Monitoring and review

Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools will review this policy **in 12 months** after implementation and bi-annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, and management
- review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

**Karen Gratino & Fiona
Lee**

**Health & Well Being
co-ordinators –**

Signature

Date

Debbie Douglas

Headteacher

Signature

Date

September 2023.