



Policy Number HR21

STAFF WELL-BEING & WORK-LIFE BALANCE POLICY

Produced by Childwall Church of England Primary School

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Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)

Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes.

Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values, knowledge and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

DOCUMENT STATUS

Version	Date	Action
Version 1	June 2019	New Policy agreed by Vision & Values Committee New Policy agreed by Personnel & Performance Committee
Version 2	June 2021	Reviewed by V & V and P & P Committees
	Nov 2023	Reviewed by Finance & Personnel Committee
Review Period	Two Yearly	
Review Date	Nov 2025	



1. Statement of Intent

- 1.1 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.
- 1.2 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 well-being is important in maintaining a positive ethos and culture in the workplace.

2. Basic Principles

- 2.1 The Governing body recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day.
- 2.2 In order for our staff to be at their most effective they need to have a healthy work-life balance:
 - 2.2.1 To attract and retain the calibre of staff needed for an outstanding education system
 - 2.2.2 To maximise Childwall CE's effectiveness by actively limiting staff absenteeism
 - 2.2.3 To maintain a motivated workforce with high morale

3. Key Aims of the Policy

- 3.1 To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- 3.2 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.
- 3.3 To respond sensitively to external pressures which affect the lives of staff members.
- 3.4 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.
- 3.5 To improve staff development, co-operation and teamwork by creating effective leaders.
- 3.6 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.



4. Roles

4.1 The Governing Body

- 4.1.1 Will take overall responsibility for implementing this policy.
- 4.1.2 Will ensure that the appropriate policies and procedures are in place that recognise and deal with the issue of mental and physical health problems, which will include: health and stress risk assessments where appropriate; early recognition for staff with identified mental and physical health problems; accredited training of a team of mental health first aiders within our staff team; referral, where appropriate, and funding of counselling sessions; and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.
- 4.1.3 Will provide a range of strategies for involving staff in the school decision making processes.
- 4.1.4 Will review the demands on staff, and seek practical solutions wherever possible.

4.2 The Headteacher

- 4.2.1 Will ensure that all staff are encouraged to enjoy a reasonable work-life balance and lead by example in this regard.
- 4.2.2 Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- 4.2.3 Will create an ethos and culture where staff feel comfortable in asking for help.
- 4.2.4 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being unwell.
- 4.2.5 Follow procedures when there are concerns or absence due to stress and other mental-health problems.
- 4.2.6 Ensure that all staff have access to training sessions on health and well-being in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.
- 4.2.7 Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- 4.2.8 Will be especially mindful of those staff with particular responsibilities such as safeguarding, ELSA and mental health first-aiders, ensuring opportunity for supervision discussions as appropriate.



4.3 Staff Members

- 4.3.1 Are required to adhere to all school policies.
- 4.3.2 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.
- 4.3.3 Will ask 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.
- 4.3.4 Will engage in opportunities to be involved in school decision making processes.

5. **Support**

5.1 Occupational Health

- 5.1.1 The School may, at any time, request an employee to be referred and examined by a medical practitioner through a referral to the School's occupational health service provider.
- 5.1.2 Where an employee submits an appropriate doctor's note stating that they are suffering from any forms of; stress, anxiety, depression or a similar condition (work related or not) a referral will be considered immediately.
- 5.1.3 Counselling may be a recommended outcome from an occupational health meeting. This will be a confidential service using professionally qualified counsellors.

5.2 Mental Health First Aiders

- 5.2.1 The school have commissioned accredited mental health first aid training for a team of staff who expressed a voluntary interest in this role.
- 5.2.2 School are committed to supporting these individuals with the time and/or resources to effectively perform this role. If required, school would undertake to train additional staff to join or replace members of this team.

5.3 Counselling and Professional Supervision

- 5.3.1 Where required, the headteacher might refer school leaders or, if appropriate, other school staff for professional supervision sessions.



5.3.2 Such sessions will be funded through the school's "bought in professional services" budget, in accordance with key aim 3.1 of this policy.

5.4 Mediation

5.4.1 When an informal and speedy solution to workplace conflict is required, research has shown that mediation is the most effective approach.

5.4.2 Access to a fully ACAS accredited mediation service undertaken by HR and/ or school improvement professionals can be sought by the school.

5.4.3 Mediation is a safe and confidential space for participants to find their own answers and resolutions to workplace conflict issues.

5.5 Education Support Partnership

5.5.1 The Education Support Partnership is a charity providing mental health and well-being support services to all education staff and organisations.

5.5.2 Free Helpline 08000 562 561 or
www.educationsupportpartnership.org.uk