

Staff Wellbeing Policy	7 L
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Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	January 2025
Review Period	2 years
Approved by (Committee and Date)	SLT January 2025
Effective Date of Policy	January 2025
Next Review Date	January 2027
Related Policies	

Last Reviewed: January 2025	
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Overarching Statement

At Burgess Hill Girls we aim to focus positively on the “well-being and mental health” of every member of our community and to acknowledge that everyone has mental health, which needs looking after. In addition to promoting work practices and strategies to promote positive mental health and well-being for all, we aim to recognise and respond to mental ill health.

See below for the World Health Organization definition and concept of mental health:

“Mental health is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community.”

“Mental health is fundamental to our collective and individual ability as humans to think, emote, interact with each other, earn a living and enjoy life. On this basis, the promotion, protection and restoration of mental health can be regarded as a vital concern of individuals, communities and societies throughout the world.”

The policy aims to:

- Promote positive mental health in all members of the community
- Help members of staff take care and responsibility for their own wellbeing
- Increase understanding and awareness of common mental health issues
- Alert members of the community to early warning signs of mental ill health
- Signpost members of the community in order to support their mental health
- Provide support to staff working with young people with mental health issues
- Provide an environment where mental health is talked about and not stigmatised

Introduction

This policy describes the school’s approach to promoting positive mental health and wellbeing. This policy is intended as guidance for all members of the community including teaching, non-teaching staff and governors. As each individual may present differently in terms of their mental health, it is important not to have a one size fits all approach.

Staff Wellbeing

We are committed to promoting positive mental, physical and “emotional well-being” and will provide appropriate support for all members of our staff.

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We recognise the value of good practice, with systems in place to effectively manage staff and encourage a partnership approach by:

- Fostering a supportive work environment, operating in a fair and consistent manner.
- Promoting a healthy workplace and practices that ensure that members of staff can develop a healthy mind.
- Paying attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- Understanding the differing needs of staff, at different points and events during their working lives, and offer support accordingly, if and when required.
- Following agreed procedures when there are concerns or absence due to work related stress and other mental-health and well-being problems, including occupational health support.
- Ensuring that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
<https://docs.google.com/document/d/1V7PQOTP3JlwE7rCx5CpixOAcBkDoDcNP/edit>
- Carefully planning and agreeing work-life balance solutions which may include flexible working practices for an agreed period of time with a regularly review.
- Managing pressures, which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible and review regularly by gaining staff feedback.
- Conducting a survey of staff to gather views
- Having a staff member trained in 'Adult' Mental Health First Aid (Nikki Donson)

All staff are encouraged to:

- Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager, the HR manager or a member of the SLT team
- Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.
- Consider wellbeing support mechanisms offered e.g. Health Assured helpline 0800 028 0199 or www.educationsupport.org.uk, occupational health and mediation meetings to assist employees to return to normal working relationships.
- Where possible, be alert of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

As part of the process for supporting staff, it may be necessary in some cases to put together a Wellness Recovery Action Plan (WRAP). A WRAP is a tool that can be used by anyone who wants to create positive change in the way they feel and experience life. The use of the WRAP is to help

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us live well, to deal with stresses, vulnerabilities and challenges we all face in our lives. A WRAP has the following advantages:

- It is based on common sense and experience
- It is easy for individuals to set up
- It moves us to a self-management model for our wellbeing

A WRAP might have the following structure:

- Things which I can do myself to stay well
- Things I need to do every day to look after my wellbeing
- Things I need to do each week
- How I describe myself when I am feeling “in a mentally healthy space”
- Things which might happen externally which affect me
- What systems are in place to support me
- Do I need to seek some external support?

This would be completed in collaboration with a member of the SLT team with agreed timeframes for discussion and review.

This list above not exhaustive and is very much on an individual basis, however the main objective is to ensure that where possible, with support, you are creating positive change in the way you experience or feel about life.