



South Stoke Primary School
The Street
South Stoke
Nr Reading
RG8 0JS

Telephone / Fax: 01491 872948
Email - office.2507@south-stoke.oxon.sch.uk
www.southstokeschool.org

Headteacher – Miss Amanda Rogers

October 2021

South Stoke Primary school Wellbeing Policy

Introduction

South Stoke Primary School is committed to protecting the health, safety and welfare of our employees as far as is reasonably practicable. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stresses.

This policy will apply to everyone in the school and it is the governor's responsibility to ensure the implementation of this policy and for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy Aims

- The School will strive to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with governors on all proposed action relating to the prevention of workplace stress.
- The School will provide training for all managers and supervisory staff in good management practices.
- The School will signpost staff affected by stress caused by either work or external factors to confidential counselling.
- The School will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities for implementing the Well-being policy

Headteacher

- Conduct and implement recommendations of risks assessments within their jurisdiction
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful developmental opportunities
- Monitor workloads to ensure that people are not overloaded
- Monitor working hours and overtime to ensure that staff are not overworking
- Attend training as requested in good management practice and health and safety
- Ensure that bullying and harassment is not tolerated within their jurisdiction

- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation
- Liaise with the Staff Consultative Council on development and implementation of the well-being policy
- Provide specialist advice and awareness training on stress
- Train and support managers in implementing stress risk assessments
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work
- Refer to specialist agencies as required
- Monitor and review the effectiveness of measures to reduce stress
- Inform the governors of any changes and developments in the field of stress at work
- Give guidance to managers on the stress policy
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise individuals on training requirements
- Provide continuing support to staff and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate

Employees

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity
- Co-operate with the School's efforts to implement the Well-being policy, attending briefings and raise their own awareness of the causes and effects of stress on health
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being
- Take responsibility for their own health and well-being by adopting healthy lifestyles
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues
- Raise issues or concern through their line manager or occupational health
- Accept opportunities for counselling when recommended

Monitoring and reviewing the Staff Well-being policy

The head teacher will provide bi-annual updates to the governing body on Staff Well-being. The Well-being policy will be reviewed every three years by the Head teacher in conjunction with the staff and Governing Body with any necessary revisions or amendments being made as appropriate.