Positive Mental Health and Emotional Well-Being Policy for Uplands Junior School-staff

Mental Health is "the emotional and spiritual resilience which enables us to enjoy life and survive pain, suffering and disappointment. It is a positive sense of wellbeing and an underlying belief in our and others dignity and worth. It is influenced by our experience and our genetic inheritance." (World Health Organisation)

Mental health affects all aspects of life and behaviour.

1. Policy Statement

1.1 Uplands Junior School has developed an employee wellbeing policy to manage its obligations to maintain the mental health and wellbeing of all staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

1.2 The aim of this policy is to describe Uplands Junior School's commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how the we fulfil our legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. Uplands Junior School recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved performance.

1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may vary any of the provision detailed within this policy without consultation. It has been formally adopted by Uplands Junior School.

1.4 All staff, including the Headteacher, are entitled to enjoy a reasonable work-life blend. This is acknowledged in the School Teachers' Pay and Conditions Document (STPCD), which states:

"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 the time required to discharge their professional duties … and the time required to pursue their personal interests outside of work. In having regard to this, governing bodies and headteachers should ensure that they adhere to the working limits set out in the working time regulations.

(2015 STPCD, Section 2, Part 7, paragraph 54.4)

Aims of this policy
The aim of this policy is to:

• Enable employees to balance their working lives with their personal needs, interests and caring responsibilities.
• Safeguard health, safety and welfare of staff.
• Enhance the teaching and learning experiences for pupils and in turn, their outcomes

School Ethos

Our over-arching school rule and ethos is

"Respect for All"

As a Rights Respecting "Silver" school, this policy has been written in line with the UN convention on the rights of the child Article 2 (non-discrimination), Article 3 (best interests of the child), Article 6 (life, survival and development), Article 23 (children with a disability) and Article 24 (health and health services)

2. The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

3. Responsibilities

3.1 The Governing Body for Uplands Junior School Wolverhampton City Council has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. This responsibility has been delegated the the Governing Body. Uplands Junior School will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

3.2 In addition to reducing safety risks, this means operating in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

3.3 Uplands Junior School will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support.

3.4 ***Line Managers***

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must familiarise themselves with the Health and Safety Executive's stress management standards, and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves with the Uplands Junior School policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.

3.5 In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- ensuring that work stations and working environments are regularly assessed to ensure that they are appropriate and fit for purpose.

3.6 **Human Resources**

Uplands Junior School will engage with S4S HR /external advice as required to develop Uplands Junior School-wide policies and procedures, to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

3.7 **Occupational Health**

Uplands Junior School has engaged occupational health professionals through S4S who will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from the Uplands Junior School, liaising with GPs and working with individuals to help them to retain employment.

3.8 Occupational health professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences related to mental ill health, and work with GPs and line managers on designing jobs and working environments to ensure that

rehabilitation is successful. Advice may also be taken from our occupational health professionals regarding design and implementation of any suitable health promotion and lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

3.9 **Employees**

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing Uplands Junior School if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers, HR or the occupational health service is treated in confidence.

Governors have a responsibility for the work-life balance of the Headteacher and she in turn will have regard for the work-life balance of the staff

4.0 **Staff well-being package**

School currently purchases staff absence insurance from SAS. As part of this there is access to a School well being app for **ALL** staff that gives access to information on well -being, weight loss, menopause, counselling services, nurse support and physiotherapy

4. Health Promotion Initiatives

4.1 Uplands Junior School may develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. The Governing Body / Head Teacher and HR will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate. These programmes will be evaluated to determine their effectiveness.

4.2 The programmes may cover areas such as (not an exhaustive list):

- stress management;
- disability awareness;
- bullying and harassment;
- handling violence and traumatic incidents at work;
- lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking); and
- physical activity and fitness.

4.3 Employees may also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking clubs.

4.4 **Ensuring a good work-life blend**

Staff employed by the school are trusted and respected. The school adheres to the following good practices of work-life blend:

- There will be no requirement to produce detailed lesson plans, or to hand them in for scrutiny
- Lesson visits will be limited to a maximum of three per year, except in cases of concern and, in accordance with Ofsted advice, such observations will not be graded according to the Ofsted evaluation schedule. Learning walks will be chosen over formal lesson observations
- Peer observations will be positively encouraged
- There will be a maximum of 3 data collections per year-dates will be given well in advance
- There will be some instances where PPA can be taken at home
- PPA will be given with Year group colleagues where possible
- There will be an early finish on one INSET day per year for personal choice well-being time
- There will be termly stress bucket staff meetings for staff to raise issues and concerns around workload
- Communication from leaders will consistently be clear, timely and concise
- Staff will receive advice and support to enhance their own wellbeing
- An annual calendar of meetings, deadlines and events will be provided to staff in their handbook so they can plan ahead and manage their workload in such a way as to help maintain a positive work-life blend
- Tea, coffee and fruit will be regularly provided in the staffroom
- There will be token of appreciation placed in the staffroom at various points through the year
- If, because of unexpected pressures, a member of staff recognises they may not be able to meet a particular deadline then they should inform their line manager at the earliest opportunity to discuss how they can be supported in completing the task.

4.5 Directed time

Following consultation, staff will be provided at the beginning of each academic year with a breakdown of directed time, setting out their commitments in terms of teaching, PPA time, leadership time and meetings.

5. Training and Communications

5.1 Line managers and employees will regularly discuss individual training needs as part of one to one meetings and performance/appraisal cycle to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

5.2 Managers and employees are encouraged to participate in any communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and Uplands Junior School wide methods. Uplands Junior School will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

6. Occupational Health Support

6.1 Line managers can liaise through Uplands Junior School HR for contact and referrals to the organisation's occupational health service. Employees can also speak to their line managers if they would like to be considered for support from occupational health. Occupational health also supports periods of absence from work in accordance with Uplands Junior School Sickness Absence Policy and to assist in the design of return-to-work plans for those rehabilitating after a period of long-term sickness absence.

6.2 Workplace wellbeing services provided by Uplands Junior School may include (not an exhaustive list):

- workstation assessments; (Health & Safety Officer in the first instance)
- pre-employment screening; (Third Party provider before the start of employment).
- fitness-for-work assessments;
- in-work health initiatives/ via local agencies/NHS provider.
- post-incident support;
- health and safety training.

6.3 If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or HR. The discussion should

cover workload and other aspects of job demands, and raise issues such as identified training needs.

6.4 A referral to the occupational health team may be made if this is considered appropriate after an employee's initial discussion with their manager or HR. Discussions between employees and the occupational health professionals are confidential, although the occupational health team will provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to Uplands Junior School.

6.5 Other measures available to support employees in maintaining health and wellbeing include:

- procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- a stress management policy;
- special leave arrangements;
- opportunities for flexible working;
- support for workers with disabilities; and
- Wolverhampton City Council grievance policy.

7. Relationship with other Policies

7.1 This employee wellbeing policy should be read in conjunction with other policies and procedures covering:

- (Sickness Absence Policy) attendance and health, the management of short and long-term absence. Sick pay.
- (Flexible Working Policy) work life balance
- Grievance & Resolution Policy, equal opportunities and staff training and development.

We will monitor the application and outcomes of this policy to ensure it is working effectively. This policy is due to be reviewed biennially or earlier if significant changes are made to relevant guidance given by HR providers or deemed appropriate by the Board of Directors.

Policy Review

This policy will be reviewed every 2 years as a minimum.

Reviewed: May 2025

Next review: May 2027

This policy will always be immediately updated to reflect personnel changes.

Appendix 1. A SELECTION OF ORGANISATIONS OFFERING SUPPORT

MIND
MIND is the leading mental health charity in England and Wales, providing information and support to those affected by mental distress, as well as campaigning to improve policy and attitudes.

Mind Infoline: 0300 123 3393; Email: info@mind.org.uk
Legal Advice Line: 0300 466 6463; Email: legal@mind.org.uk
020 8519 2122 (England); 029 2039 5123 (Wales) www.mind.org.uk
Mind Model Mental Health Policies and Fact Sheets are available from:
http://www.mind.org.uk/information-support/guides-to-support-and-services/ STRESS

Teacher Support Network is an independent charity that provides practical and emotional support to trainee, serving and retired teachers and their families
24/7 Support Line: 08000 562 561 (UK); 08000 855 088 (Wales)
Email: support@teachersupport.info
Website: www.teachersupport.info

ALCOHOL
Alcoholics Anonymous offer area support meetings
National Helpline: 0845 769 7555
Email: help@alcoholics-anonymous.org.uk
Website: www.alcoholics-anonymous.org.uk

Drinkline offers advice, information and support to anyone concerned about their own or someone else's drinking
Telephone Helpline: 0300 123 1110
Website: www.patient.co.uk/support/drinkline

BEREAVEMENT
Cruse Bereavement Care helpline for bereaved people and those caring for bereaved people
Telephone Helpline: 0844 477 9400
Email: helpline@cruse.org.uk
Website: www.crusebereavementcare.org.uk

DEBT
StepChange Debt Charity provides help for anyone in debt or concerned they may fall into debt
Freephone 0800 138 111 (including all mobiles)
Email: www.stepchange.org/Contactus/Sendusanemail.aspx

Website: www.stepchange.org

DRUGS

UK National Drugs Helpline is a free 24-hour service for drug users and solvent mis-users, their families. Friends and carers
Helpline: 0800 776 600
Email: www.urban75.org/blog/contact/
Website: www.urban75.com/Drugs/helpline.html

GAMBLING
Gamcare offers confidential counselling, advice and information for anyone affected by a gambling dependency
Helpline: 0808 802 0133
Website: www.gamecare.org.uk

HOUSING
Shelter offers confidential advice on housing problems
Helpline: 0808 800 4444
Website: www.shelter.org.uk

MEDICAL
Terrence Higgins Trust offer advice, practical support and counselling for HIV and AIDS
Telephone: 0808 802 1221
Email: info@tht.org.uk
Website: www.tht.org.uk

Bi-Polar UK is a national user-led organisation and registered charity for people who lives are affected by Bi-Polar.
Telephone: 020 7931 6480
Email: info@bipolaruk.org.uk
Website: www.bipolaruk.org.uk

Rethink Mental Illness (formerly **National Schizophrenia Fellowship**) is the largest mental illness charity in the UK and is dedicated to improving the lives of everyone affected by severe mental illness, whether sufferers, carers or professionals working in the mental health field
Advice Line: 0300 5000 927
Supporter Care: 0121 522 7702
Email:advice@rethink.org
Website: www.rethink.org

PARENTING
Family Lives offers support for anyone parenting a child, including grandparents and step-parents
Helpline: 0808 800 2222 www.familylives.org.uk
Email: www.familylives.org.uk/how-we-can-help/email-support
Website: www.familylives.org.uk

The Information, Advice and Support Services Network (formerly **Parent Partnership)** offers support and advice to parents with children who have particular needs in schools across England.
Telephone: 0207 843 1900
Email: iassn@ncb.org.uk
Website: www.iassnetwork.org.uk

RELATIONSHIP COUNSELLING
Relate offer relationship counselling and mediation for individuals and couples
Telephone: 0300 100 1234
Website: www.relate.org.uk

SUICIDE AND EMOTIONAL CRISIS
SANE offer emotional and crisis support for people suffering from mental health problems, their friends and families
Telephone: 0845 767 8000
Email: www.sane.org.uk/resources.contact_us
Website: www.sane.org.uk

Samaritans offer 24-hour confidential and emotional support for anyone in crisis
Telephone: 08457 909090
Email: jo@samaritans.org.uk
Website: www.samaritans.org.uk

SMOKING
Quit offers friendly help, advice and support on how to stop smoking
Telephone: 020 7553 2100
Email: stopsmoking@quit.org.uk
Website: www.quit.org.uk

Appendix 2 - Wellbeing Ready Reckoner

This questionnaire may be used by academy management as the starting point for a stress risk assessment. The findings will give an indication of general levels of stress, and can then be used to identify the most likely causes of stress. Wherever evidence of stress emerges – the earlier it is tackled, the easier it is to put right.

Higher scores are suggestive of greater levels of well-being amongst those answering the questionnaire, whilst lower totals tend to indicate elevated degrees of stress/poor mental health. Please note that a score of 100 or more does not necessarily indicate the absence of a problem.

Instructions: For each of the following questions, enter the number matching the description which most closely represents how you feel.

1 = Not at all	2 = Not much	3 = Sometimes	4 = Mostly	5 = Very much so

QUESTION	**SCORE**
Do you feel able to concentrate on what you are doing at the academy?	
Do you feel that you are playing a useful part in academy life?	
Do you feel capable of making decisions at the academy?	
Do you generally feel relaxed in your home and academy life?	
Do you feel most problems you encounter at academy can be overcome?	
Do you generally manage to keep your sense of humour?	
Do you feel happy at work, all things considered?	
Are you sleeping well?	
Are you eating well?	
Are you drinking sensibly?	
Do you cope well with changes to your job?	
Do you have a reasonable amount of energy?	
Do you feel in control of your job?	
Do you feel you are coping well in the classroom? (if you do not work in the classroom, please answer this question on how you feel you are coping generally)	

Do you get on well with pupils?	
Do you get on well with colleagues?	
Do you get on well with your managers?	
Do you feel free from the threat of bullying & harassment at academy?	
Do you enjoy a reasonable degree of autonomy, unaffected by excessive monitoring regimes?	
Do you manage to leave work “on time” fairly regularly?	
Do you find your job satisfying and fulfilling?	
Do you enjoy a satisfying life outside of work?	
Do you intend to remain working in education for the foreseeable future?	
Do you look forward to returning to academy after a weekend or holiday?	
NOW ADD UP YOUR SCORES	

More than 100 = low evidence of stress (but this does not necessarily indicate the absence of a problem)

51 to 100 = moderate evidence of stress

Up to 50 = high evidence of stress