



## Emotional Health and Wellbeing

Date Policy Adopted: Jan 18

	Date of Next Review by
Headteacher/SLT	Jan 19
Governors	Health & Safety and Safeguarding Committee

## **Introduction**

We want all members of staff to feel that their jobs contribute positively to their lives rather than being a source of illness, harmful stress or other discontent.

We are committed to employee emotional health and well-being.

## **Policy Statement**

Broseley C E Primary School is committed to ensuring the health, safety and welfare of all employees and we believe that all employees should have the benefit of a working environment that creates a sense of well-being and security. The “working environment” includes the way in which workloads and the workplace are managed as well as the physical conditions in which the work is done.

The Governors, Head teacher and Health & Safety committee assess the working environment continually for any potential sources of stress, illness or related problems. Staff are responsible for alerting the Head teacher at the earliest opportunity, to any situation or factor that may be a source of stress, illness or other related problems. We accept that stress can be a legitimate workplace issue and do not subscribe to the view of it being a sign of personal weakness.

All instances of concerns will be treated with sensitivity and, if necessary, confidentiality in making efforts to reduce or eliminate the source of the stress and in providing support to the employee to minimise any harmful effects and hasten recovery. Specialist support, training and guidance is available. We think it is important that all members of staff have the proper skills, facilities and equipment to be able to do their jobs.

We also prioritise clear and regular communication between staff and the Head teacher.

We accept that circumstances in a member of staff's personal life can affect behaviour and performance at work and, whilst it may be beyond the scope of the Governors and Head teacher to directly address those personal issues, it is right that managers take these into consideration in assessing any sense of well-being.

## **Local Authority Support**

The Local Authority has specialist staff who can provide professional support to managers who have to deal with employee well-being issues.

The **Occupational Health Physician** and **Occupational Health advisor** also provides support and advice to schools. By pre-employment medical screening they will ensure that recruits are fit to undertake the range of duties within the job and can identify the type of support that a person may require to perform effectively in the job. In the event of employees suffering ill-health, they will carry out health assessments and, if appropriate, facilitate a return to work.

Employees can contact Occupational Health and Safety at Shropshire Councils

The Occupational Health Helpline - 01743 252833

This telephone helpline is a confidential advisory service available to all Shropshire Council managers/employees to discuss in complete confidence, advice on work related health issues. This could include advice on the following: -

- Sickness absence referral advice
- Rehabilitation
- Stress-related issues
- Musculoskeletal disorders
- Counselling
- Physiotherapy

For occupational health advice or support please ring the helpline between 9am-4pm. We will endeavour to respond to your enquiry within 1 hour. However, at busy times when staff are answering enquiries you may be redirected to Voicemail. In all cases please leave your name and telephone number and we will reply as soon as possible.

## **Counselling**

Counselling enables you to explain painful or difficult feelings and conflicts with the aim of helping you to make positive changes in your life. The counselling service is free of charge to employees for up to 4 sessions.

**Our counselling service NOSS can be contacted on 01978 780 479.**

Sheri Wright (contact number 01952 385216) will continue to counsel employees within Children and Young People's Services but if she isn't available, then the NOSS telephone number applies.

If you experience any problems making contact with NOSS, please ring Occupational Health.

## **Physiotherapy**

Access to physiotherapy is by manager referral to the Occupational Health Service. Managers are invoiced following their employees treatment. For more information please contact Occupational Health.

## **First Aid Courses**

We provide high quality first aid courses. All courses meet the UK Health and Safety executive (HSE) Standards and our First Aid Certificates are recognised nationally.

## **Other services**

We offer other services which can be tailor made to meet the needs of the manager and employee. Here is a list of the additional services we provide.

Pre-employment health assessments.  
Ill Health Retirement  
Statutory Health Surveillance  
Hand arm vibration  
Audiometry  
Spirometry

Working at heights  
Night shift working.  
Immunisations  
Hepatitis B  
Flu

The **Health and Safety Advisers** will provide advice and support to enhance the physical working environment and systems of work. They will also contribute to the risk assessment process and provide the link between the Council and the Health and Safety Executive.

**Pre-employment medical screening** to help ensure that the candidate is suitable for the nature of the work.

### **The School**

**Induction training** is provided to introduce employees to the working environment and the work methods. You will find details in the Staff Induction Policy which is included in your staff induction pack , issued to all new staff members.

**Regular INSET and skills training** will be provided to enable all members of staff to work efficiently, effectively and safely.

**Flexible working arrangements** may be possible to accommodate personal circumstances. This should be discussed with the Headteacher in the first instance.

**The Performance Management Policy for Teachers** allows for work to be discussed and evaluated and for mutually agreed workloads and targets to be established. Performance Management for support staff is organised by your line manager and is performed using the same programme as teachers.

**Regular risk assessments** identify areas in which employees' health or safety are vulnerable and provide a means to introduce more adequate control measures. All members of staff are expected to be aware of their own responsibility for health and safety issues identified in the school's Health and Safety Policy.

**Staff meetings, newsletters and other means of communicating information** – are used to ensure that all employees are kept abreast of workplace issues which may affect them.

**Workload re-allocation and re-deployment** may be considered to provide temporary or permanent relief, after discussion with the individual concerned.

**Paid and unpaid time off** is available in some circumstances for family emergencies and parental needs.

For details please contact the Head Teacher or School Business Manager.