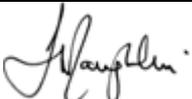




The Heys School

Staff well-being and work life balance Procedures

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Date Reviewed:	Sept 2020
Next review Date:	Sept 2020
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Signed:	
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Signed:	

Statement of Policy on Staff Well-Being and Work-Life Balance

Rationale

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.

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 his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system
- To improve The Heys School effectiveness by actively reducing staff absenteeism and turnover
- To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders;
- To recognise that excessive hours of work can reduce staff effectiveness
- To recognise that improving workplace communication has a positive outcome for the whole school workforce

Aims

To support staff at The Heys in their work:

- To acknowledge that the needs of both The Heys School and its staff are not static, but change over time
- To acknowledge the need for The Heys School leadership (including the governing body), unions/staff representatives and staff to discuss workable work-life balance solutions;
- To encourage a partnership approach to meeting the needs of both The Heys School and the staff;
- To operate in a fair and consistent manner
- To carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate without damaging the opportunities for students to succeed
- To take into account the equality implications of any policies introduced
- To communicate work-life balance practices to all staff at The Heys School. Developments and changes to policies should also be communicated on a regular basis;
- To include a monitoring, evaluation and review mechanism, linked to performance management and the school improvement plan, for work-life balance initiatives and strategies.

School Context

The Heys School is a comprehensive school that is on a continued improvement journey. Many new staff, teaching and non-teaching, have been appointed in recent years to ensure that all curriculum requirements can be met and to support teaching staff with workforce remodelling issues.

The Governing Body is committed to ensuring that positive steps are taken in school to promote a healthy work-life balance for all employees.

‘Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties...’

This same principle will be extended to all support staff who work at The Heys School. The Governing Body and Head teacher will make this policy available to all employees at the school.

Health, Safety and Welfare

The Governing Body recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented and will incorporate all aspects of welfare, which the governing body and Head teacher has put in place to prevent and deal with workplace stress. The well being of the staff will be supported wherever possible.

Implementation

The Governing Body takes overall responsibility for implementing this policy and for ensuring the Head teacher and the Leadership Team enjoy a reasonable work-life balance. The Head teacher and Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees 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.

Commitment

The following issues will be reviewed for inclusion in a programme of committing to and improving employees’ work life balance and their well-being;

- **Unmeasured Working Time**

Where employees are contracted to work unmeasured time, for example the Leadership Team, the Governing Body undertakes to ensure that the schools’ requirements and expectations are reasonable.

- **Employment Policies and Practice**

The Governing Body undertakes to adopt and apply the appropriate policies in respect of 'family friendly' employment, including consideration of part time working, flexible working patterns etc where this can be implemented without detriment to the operational requirements of the school. The Head teacher and Leadership Team will adopt policies and provide clear guidance on time off for public or trade union duties, or for personal reasons – refer to Absence Management Policy.

- **Individual and Team Workloads**

We aim for the school's timetable to reflect a fair and reasonable balance of work between different members of staff. School management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

- **Planning and Policies**

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose

- **Meetings**

School leaders aim to ensure that patterns of meetings are appropriate to the requirements of the whole school, faculties and departments etc. and that they are agreed in advance and that the pattern is adhered to where ever possible. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

- **Administration**

Administrative work has been delegated to appropriate support staff and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school and where possible will be collated by support staff.

- **Individual support and training**

Individual support, including confidential counselling is made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life.

We have changed the school day on a Wednesday to ensure that Staff CPD starts at 2.15pm and allows bespoke, whole school CPD, faculty time and faculty meetings to run over two sessions until 4.30pm unless there are twilight sessions which only occur as a result of disaggregated inset days. This supports staff in ensuring they have high quality CPD without excessively late evenings. All CPD sessions are run on the same evening to support staff with childcare etc. Where there is an evening event in that week such as parents evening (held again on the same evening Thursday), the Wednesday CPD session is reduced to one hours session so staff will finish at 3.30pm and still get the benefits of CPD. CPD is planned in accordance to the school needs and time is used to support staff and meet the demands of teacher's workloads. For example, we have time built in to the CPD time to carry out moderation and standardisation to ensure it is not expected that such tasks are completed in time additional to directed time.

Responsibilities

The Governing Body are responsible for the welfare of all staff and will monitor the effectiveness of this policy through the Head teacher. The policy will be reviewed annually.

The Head teacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests. It will be each individual member of staff's

responsibility to raise awareness when issues arise. Where staff are concerned, it is their responsibility to let the leadership team know so that we can attempt to resolve the issue.

Support at The Heys School

- Appraisal reviews will offer the opportunity with their reviewers, any concerns which they may have about their workload or ability to balance work with other aspects of their life.
- Trade Union representation is good and there is access to the Head teacher via the union rep meeting or directly via hope meetings.
- Staff room with free tea and coffee and toast on Friday.
- Weekly newsletter to all staff, to reduce whole staff emails
- Regular professional development sessions to support all staff
- Head teacher and governors are very supportive of PPA time and staff colleagues support this, this time is recorded on SIMS.
- Full and sustained use of cover supervisors to reduce cover undertaken by staff.
- Administrative staff to support workforce.
- Effective timing of PD Days to allow time for staff.
- We have staff questionnaires which include questions on staff working conditions. Wherever possible, we take action on the results.
- Hope meetings to support staff and leadership relationships allowing the school to move together addressing issues such as work load and organising whole staff social events.

Appendix A

Schools Advisory Service – Benefits for all staff

Our school Schools Advisory Service package combines both well-being and medical cover (in addition to the staff absence insurance already mentioned).

Staff are given a copy of the well-being leaflet in return to work interviews. There is also an App that can be downloaded by all staff to access the well-being and support services.

Summary

The well-being cover includes a range of support services.

The following are available to all staff:

Stress Counselling (5 sessions by phone, face-time or skype)

Relationship Counselling (5 face to face sessions)

Physiotherapy (up to 5 sessions each policy year)

Slimming World Weight Management (12 weeks membership)

Menopause Support (support provided by in-house nurses and Simply Hormones)

Nurse Support Service (Pastoral care, health screening)

Cancer Support Service (for all the family, including serious illness)

Online GP Service with video consultation

24 Hour GP Helpline (for all the family)

Medical cover for a number of operations