



Roman Road Primary School

Staff Wellbeing Policy

Ratified by Governors (Governor lead on mental health and wellbeing
Sharon Blackwood)

Reviewed: February 2023
To review: February 2025

Drafted by John Gordon and Natasha Searle

Statement

Roman Road Primary School recognises that staff are its most important resource. We seek to value our staff through personal and professional support, involvement in school decisions and access to professional development.

In addition to acknowledging the school's responsibility to staff well-being, staff have the primary responsibility for their own health and well-being. This involves taking care of oneself and letting the school know about any aspect of work or the working environment which may be affecting health.

All well-being activities should be focused on all staff working together to improve their working conditions and this should be done within a "no-blame" environment.

Actions to promote and maintain staff wellbeing:

- keep staff up to date with well-being issues through a staff well-being notice board
- provide a range of strategies for involving staff in school decision making processes
- develop appraisal systems linked to clear job descriptions
- provide additional support in particularly stressful times, including the COVID Pandemic period
- regularly review communication systems to ensure staff are well informed
- ensure all staff have access to professional development opportunities
- ensure staff have knowledge of and access to union representation
- review the demands on staff time to see if things can be done differently work towards a positive school ethos where everyone is valued.
- through training and communication provide staff with a sense of safety and the confidence to deal positively with stressful incidents
- respond sensitively and flexibly to external pressures impacting on staff lives
- staffroom notice board for weekly 'Shout Outs' that are shared with all staff at weekly whole staff meeting
- maintain contact with staff when they are absent for a long time, and provide (if applicable) support on their return to work. This may mean making adjustments or extending deadlines
- support staff with sickness absence through the sickness absence procedures
- work towards positive staff pupil relationships, to ensure an effective teaching and learning environment and a happy place to work for staff and pupils
- **(see section on mental health and wellbeing INSET training)**

Management of Workload

The expectation around planning and marking (and subject coordinator roles) have been considered and time itemised with due care and understanding of teachers and teaching assistants work load. Our phase leaders and subject coordinators support teachers with planning and teaching. Leadership understand how to help teachers prioritise and manage their workload. Deadlines are expected to be met however we often extend deadlines to support teacher's workload. All teachers receive their PPA entitlement without fail. Subject leaders receive management time weekly (or bi weekly depending on the subject they lead). NQTs, due to COVID school closures, who extend their NQT year have received additional NQT time. For display deadlines teachers receive additional support from teaching assistants.

Teachers are required to work their statutory core hours daily. We set this at 8.00 – 4.10) It is the case that teachers may work beyond core hours within or out of school in order to meet their deadlines and keep on top of their workload. However, if this is achieved within core hours we are happy for teachers to leave by 4.10 at the earliest. These times allow for work a work life balance. We do not ask teachers to work long hours for the sake of it.

Additional Management of Wellbeing during the COVID 19 Pandemic

We recognise that the COVID Pandemic created anxiety for some staff and that it is a Newham priority to support staff with wellbeing. We have supported staff in different ways. The Head Teacher has provided individualised plans (and personal discussions) for those who needed to shield or suffered with anxiety during the Pandemic. Each of our Phase Leaders is trained in wellbeing and mental health, whereby staff have more than one expert they can talk to about concerns. We have staff trained in supporting with bereavement. Following lockdown returns, our school Councillor was timetabled to meet and support staff concerned or affected by COVID. This facility is offered ongoing.

With the mutual agreement of staff, we make referrals or signpost to:

Occupational Health
The School Counsellor
The PAM Assistance Programme
Occupational Health

Training and staff INSET around Mental Health and Wellbeing

April 2021 SENCO and Assistant SENCO underwent training in bereavement support

September 2021 – Phase Leaders received mental Health First Aider Training and delivered CPD to all staff

January 2022 Introduction to new SOW for PSHE including links with wellbeing and mental health

February 2022 – all staff to undertake on line training with Place 2B. This is help staff understand, recognise and support children who may be experiencing mental health concerns

February 2022 – Awareness of mental health and mindfulness and strategies to support via school counsellor

February 2022 – Assistant SENCO undertaking senior Mental Health Lead training

March 2022- All members of staff received wellbeing work shop on meditation

June 2022- All members of staff completed Place2Be Mental health champions certificate.

Sept- wellbeing workshop for staff

May 2023- positive attitude CPD

LINKS TO OTHER POLICIES

This policy supports and links to the following policies:

Equal Opportunities

Equalities

Health & Safety

PSHE

SEN

Safer Recruitment

Code of Conduct

Safeguarding Policy

Sickness Absence procedures

Date _____

Next review _____

Signed _____