

Staff Wellbeing at Ysgol Maes Y Coed

Introduction

Ysgol Maes Y Coed 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 stressors.

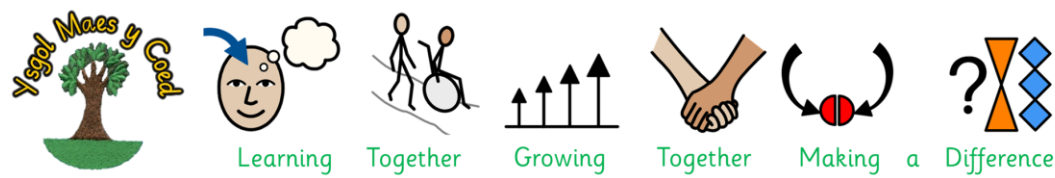
This policy will apply to everyone in the School. School's senior leaders are responsible for implementation and the school is responsible for providing the necessary resources.

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

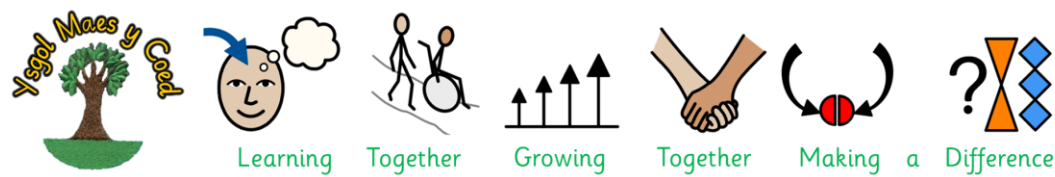
- The School will strive to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with governors on all proposed action relating to the prevention of workplace stress.
- 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 Wellbeing policy

The role of the senior leaders within Ysgol Maes Y Coed

- 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 provided with meaningful professional learning 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.
- 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 workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.

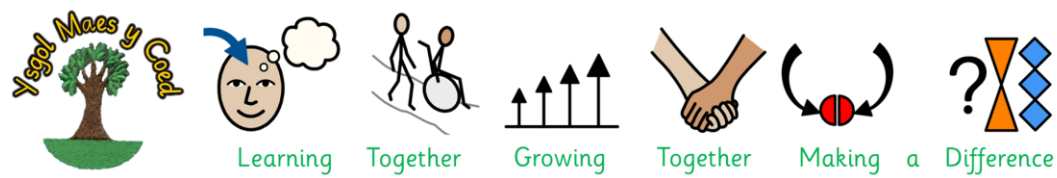


The role of employees at Ysgol Maes Y Coed

- Treat colleagues and all other persons with whom they interact during the course of their work with kindness, consideration, respect and dignity.
- Co-operate with the School's efforts to implement the Wellbeing 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 wellbeing.
- Take responsibility for their own health and well-being by adopting healthy lifestyles.
- Take responsibility for their own professional learning 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.
- Raise issues or concern through to line manager.
- Consider opportunities for counselling when recommended, currently the local authority Neath Port Talbot offer 6 free counselling appointments to staff.

Staff Wellbeing Questionnaire

Every year staff participate in completing a wellbeing questionnaire set by senior management which highlights staffs thoughts and understanding of their wellbeing. From the questionnaire the senior management team will discuss the outcomes and focus on setting staff wellbeing priorities for the following year ahead.



Staff Wellbeing group

There are allocated staff members within Ysgol Maes Y Coed who organise staff wellbeing activities such as regular social evenings, parties, yoga and a book club for recycling books etc. Staff are directed to the staff Wellbeing notice board and also a folder on the Teams whole School file where there is a wealth of information regarding Wellbeing for staff.

Monitoring and reviewing the Staff Well-being policy

The head teacher will provide updates to the governing body on Staff Wellbeing. The Wellbeing policy will be reviewed on a regular basis by the Head teacher with amendments being made as appropriate.

Policy drafted: February 2023

Review date: September 2023