



## STAFF WELL BEING POLICY

### **What is Wellbeing?**

We all feel pressure in our lives from time to time or have demands thrust upon us. Most of the time we rise to the challenges and often the effects can be positive – we perform better, we feel exhilarated and good about ourselves and our relationships with others are relaxed and positive. This is when we experience wellbeing.

Well being is: the mental, emotional, sociological, physical and physiological health of an individual. What does a well-being school look like?

All staff are **happy** and motivated, they feel important, valued and part of the whole school team with their efforts being appreciated and recognised, with equality of opportunity evident throughout.

Staff trust and respect each other and are courteous. There is no social hierarchy.

### **Aims of the policy:**

To improve the mental health and physical/emotional wellbeing of all staff at Boskenwyn and Germoe Primary Schools

To improve staff attendance, recruitment and retention

To ensure a harmonious environment

To ensure all staff feel valued, able to talk openly, supported

To understand the difference between collegiality and friendship

### **Objectives:**

To improve communication, relationships and teamwork

For individuals to feel more valued and have their contributions acknowledged

For Germoe and Boskenwyn to become a healthier, more positive, safer and more stable place to work where there are fewer stresses and strains

For a more inclusive workplace

### **What is Stress?**

We need to be aware that stress is actually a natural and normal psychological and physiological reaction to challenge and change. However, there are times when we feel that we just cannot cope. This might occur when there are too many demands or we put too much pressure on ourselves. It might also occur when our strategies for coping don't seem good enough. This is when we might experience what we recognise as the negative effects of stress. The challenge is to ensure wellbeing for ourselves and others – to work towards "stress-proofing" ourselves, our teams and our school. We also need to know what pressures and demands might lead to stress, what our early warning signs are and what are our symptoms of stress. And in a caring organisation we will be looking out for others too, ensuring that we know what to do to help.

We know that healthy motivated staff will perform better and will be better for those we work with – pupils and students in classrooms and our colleagues.

## **Systems, Processes and Activities at Boskenwyn and Germoe which promote inclusive wellbeing and alleviate stress:**

### **Staff Social Events**

A staff social event will be organised half termly by a nominated staff member. Everybody will be invited to promote collegiality and prevent exclusion. Nobody is under pressure to attend nor will they be frowned upon for not attending but all will be invited to participate. Attending an event/social gathering outside of school (at somebody's house, in a pub/restaurant etc) is acceptable (check Covid rules) but if the majority of work colleagues are invited with a few exceptions of others, or where patterns of this behaviour evolve, it may be construed as exclusion. We strive for a happy working environment for all staff members and open invitations to staff social events.

We are all **colleagues** whilst at work. Collegiality is being a part of a team, treating each other as equals, with respect and being friendly and supportive to those with whom you share a responsibility. Being kind and courteous and respectful. A **friendship** is an interpersonal relationship which goes beyond the workplace. Personal relationships or friendships at work may lead to "high school cliques" and possible fall-outs or exclusion. Relationships at work must be of colleague fashion and friendships should be conducted outside of the workplace.

### **Staff birthdays**

On staff birthdays, every member of staff will be celebrated with a card which all staff will have the opportunity to sign. It is tradition that the staff member with a birthday buys or bakes a cake for their colleagues. Should a member of staff want to give a special present or bake a cake then this should be presented outside of school. This is to prevent inequality and to show everybody is treated equally in the workplace. If it is a special occasion, a "big" birthday or special celebration then a collection will be made and everybody will be given the opportunity to contribute.

### **Positivity and value**

No member of staff should make any negative comments about another. Everyone should be treated with respect at all times. If you have a problem with another staff member then you should approach your mentor. If you are witness to this then it must be reported to prevent it from happening in the future. If it is not reported then it may be seen as condoning negative behaviour in the workplace.

### **Designated Mentors:**

All staff will have mentor which they can approach with a problem or query, no other member of staff should be reliant upon another as this can be taken advantage of or manipulated.

Staff wellbeing mentor (teaching staff) Zoe Symons (Germoe), Jo Nicholas (Boskenwyn)

Staff Wellbeing mentor (non-teaching staff) Jan Burns (Germoe), Angie Larcome (Boskenwyn)

The headteacher can be approached at any time with a problem or query.

### **Weekly staff meetings**

There will be a staff meeting each week for teaching staff, non-teaching staff are to attend and will be paid for attending for the first 15 minutes. Should a non-teaching staff member wish to stay in

the staff meetings after the first 15 minutes then they are welcome to do so. However, we are aware that this is out of school hours and will be unpaid. Meetings should reflect positivity and any grievances reported back to the Senior leadership team for urgent attention. All meetings will be minuted and shared on the staff noticeboards.

Everybody's ideas will be valued and opinions listened to, school priorities will be shared and everybody will have the opportunity to contribute to school development planning.

### **Professional development**

**All staff are entitled to continuing professional development. CPD interviews will follow a cycle of target setting in Autumn term, review in Spring term and Evaluation in Summer term**

### **Perks!!**

Free tea and coffee

A day's flexi time for any staff member who stays away from home for 4 nights or more (must give at least 2 weeks notice and be logged and authorised)

Free childcare for all staff whose children attend Germoe or Boskenwyn

Staff school dinners for £1.20

Opportunity to attend staff training and INSET at school, nationwide or abroad

Zero tolerance to discrimination, harassment, misconduct or derogatory comments in the workplace; clear and concise whistleblowing policy, safer working procedures to protect staff

Support and cover where possible and by prior arrangement with head/deputy for staff to attend important events outside school, such as their child's nativity etc

### **Communication**

Daily communication via notice board, website, e-schools, weekly staff meeting minutes. Head can be contacted at any time on 07824 829787.

### **Environment**

Everyone wants to work in a clean, litter free environment. Although we have a cleaner, please could you ensure that your workspace is clean and tidy and shared areas such as the staff room are also kept pot-free and clear of stray paperwork etc. Any rubbish must be discarded in the recycling bins or taken to the tip if it's a bigger item

### **Systems, processes, activities: ideas to develop in the future:**

Annual gym, swim membership for all staff  
Encouraged to observe good practice ~ teachers & TAs  
Eden project extravaganza  
Weekly sharing lunches  
Massage/Reflexology/yoga  
Parent meeting afternoon  
Quiet time in class/staffroom – music – relaxation  
Social buffet each half term with governors  
INSET Day ~ Team building each year

Subsidised cycle scheme (council initiative)

Designated base where teachers can work during PPA/release

**Awareness, Training and Development Activities around stress, wellbeing and personal effectiveness:**

Executive head/deputy to highlight available courses to all staff.

Counselling, helplines and activities aimed at providing support and assistance for employees:

Teacherline ~ 0800 562561

Useful websites ~ [www.teacherline.org.uk](http://www.teacherline.org.uk) }

[www.teachersupport.info](http://www.teachersupport.info) }

[www.worklifesupport.com](http://www.worklifesupport.com) } Education-specific

[www.teacherstress.co.uk](http://www.teacherstress.co.uk) }

Websites about ways to de-stress, alternative therapies; mediation, breathing, massage ~

[www.pe2000.com/Breathing/anx-breathe.htm](http://www.pe2000.com/Breathing/anx-breathe.htm)

[www.shambhala.org/centres/toronto/howmed.html](http://www.shambhala.org/centres/toronto/howmed.html)

[http://www.health.yahoo.com/health/alternative\\_medicine/alternative\\_therapies/Massage\\_Therapy/](http://www.health.yahoo.com/health/alternative_medicine/alternative_therapies/Massage_Therapy/)

Websites on established stress-management initiatives ~

[www.depressionalliance.org](http://www.depressionalliance.org)

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.dti.gov.uk/er](http://www.dti.gov.uk/er)

[www.nhsdirect.nhs.uk/health\\_features/feature/](http://www.nhsdirect.nhs.uk/health_features/feature/)

Equal Opportunities:

All employees at Boskenwyn and Germoe Primary Schools, whatever their position within the school, are included in the Wellbeing programme of training and support.

Development and Review:

The policy and procedures have been developed by the Executive headteacher in discussion with all groups of staff involved. Further areas for development to improve staff wellbeing will be incorporated in to the School Improvement Plan. Policy and procedures will be reviewed every two years or as relevant.

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P Blackburn, Executive Headteacher

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R Monhemius, Chair of Governors

Reviewed July 2019 by all staff at INSET meeting.

Reviewed by governors September 2021

Next review September 2022