



## STAFF WELLBEING POLICY

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

It was ratified by the Trust Board on:	January 2023
Monitored and reviewed by:	January 2026

***The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.***

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## 1. POLICY STATEMENT

In line with our visions and values, the Trust recognises that staff are the most important resource and are to be valued, supported and encouraged to develop personally, professionally and spiritually within a learning and caring community, recognising that every staff member contributes to the development of pupils.

The purpose of this policy is to provide a document that encompasses the many practices that support staff health and wellbeing; to minimise the harm from stress; ensure there is cohesion in working towards the health and wellbeing of all staff. In addition, it is to maintain the academies/trust ethos that supports staff health and wellbeing by making sure that all employees are treated fairly and consistently in recognition that each individual exemplifies the face of Christ.

Mental health as defined by WHO is

*“a state of wellbeing in which every individual realises his or her own potential, can cope with normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community”.*

## 2. AIMS

The aims of this policy are to:

- Enable employees to balance their working lives with their personal needs.
- Safeguard the health, safety and welfare of staff.
- Alert staff to early warning signs of poor mental health and wellbeing in themselves and others.
- Create a culture of openness, to minimise the harm from stress.
- Ensure the confidentiality of the individual whilst being mindful of the employer's duty of care.

## 3. CAUSES OF STRESS

There are many factors which can cause stress at work, which are different for each individual, including: THIS IS NOT INTENDED AS AN EXHAUSTIVE LIST i.e. impact of home life on work.

- Lack of support (*including for career progression*)
- Low morale
- Poor communication
- Excessive workload
- Emotional demands of the job
- Physical demands of the job
- Parents' behaviour
- Workplace bullying

- Academy environment (e.g. air quality, lighting, state of classrooms, staff rooms)
- Lack of professional learning opportunities
- Lack of succession planning
- Excessive change
- Culture of blame
- Staff striving for perfection

#### 4. MANAGING STRESS

Managing stress is the responsibility of individuals as well as the academies and the Trust. Ways to manage stress include:

- Developing teams
- Addressing workload issues
- Having access to support (BOTH IN AND OUTSIDE ACADEMY), eg; Employee Support (free and confidential helpline)
- Ensuring good physical health
- Having realistic expectations
- Being aware of key times in the year
- Using 5 ways to wellbeing
  1. Connectedness (buddying systems)
  2. Being active
  3. Taking notice (awe and wonder)
  4. Keep learning (professional development)
  5. Giving (of time, to charity, to others, being selfless)

#### 5. IMPLEMENTATION

The Trust will ensure that the Local Governing Committee of each academy and their Senior Leadership Team, with the support of the Trust's HR, promote an ethos where all staff are valued and Gospel Values are the cornerstone of all relationships.

- Provide opportunities for personal, professional and spiritual development.
- Operate a positive Performance Management process.
- Provide a non-judgmental and confidential support system (e.g. through induction mentors, workplace buddies, counselling, etc.)
- Promote information about and access to supportive services. (e.g. Education Support Partnership)
- Provide extra support during certain times of particular challenge and/ or difficulty (e.g. OFSTED Inspections).
- Respond sensitively and flexibly to external pressures that impact on staff lives, whilst at the same time ensuring the efficient running of the academy.
- Maintain contact with staff when they are absent for long periods (through an appropriate person).

As a Catholic academy, Christ is at the centre of all we do.

As a Trust that includes Catholic primary and secondary academies, we will implement the policy in the following ways:

- All staff to act as role models
- Local Governors are responsible for mental wellbeing of all staff within their academy and a nominated Trustee for Central staff (*they will liaise with the Trust HR to ensure it is handled in an appropriate and timely manner*)
- Academies to have a wellbeing lead/champion/team
- A named wellbeing co-ordinator to ensure that the environment continues to promote staff well-being, and alert SLT, governors and Trust HR if this becomes compromised.
- Wellbeing to be a regular agenda item for staff and governor meetings
- Decision making processes are clearly understood and supported by staff.
- Opportunities are provided for all staff to socialise and relax with each other, in both formal and informal contexts.
- New staff are supported with an appropriate level of induction.
- Leaders and governors to promote an open listening culture that responds quickly to problems.
- Provision of a welcoming culture that is supportive and sensitive to all issues (*e.g. race, gender, identity, culture and disability*).
- Maintenance of a quality environment (*e.g. access to refreshments, adequate seating and toilet facilities*).
- Training for all staff on wellbeing (OH providers)

## 6. SUPPORTING NEW STAFF AND NEW ROLES

- New staff are to be provided with an Induction pack which will include: their contract of employment, job description, Part 1 of Keeping Children Safe in Education with the acknowledgement sheet, list of MAT's Policies and Procedures
- Explain the basis of the Child Protection policy, Code of Conduct, Probation, Health and Safety at Work, Leave of Absence, Sickness Absence
- Performance Management will be briefing explained and how it will run, along with Probation, if applicable
- If a mentor assigned, who this will be
- For current staff if their job roles are changing, ensure this is explained to them and a new job description issued/agreed (liaise with Trust's HR department)

## 7. ADDRESSING WORKLOAD

- Streamline planning and marking/feedback
- Using data to improve not prove
- Limiting number of after school activities
- Reduce meeting time
- No meetings for meetings sake

- Rotation of meetings e.g. 1 per fortnight – ensuring this is schedule for parttime staff to attend

## 8. OPPORTUNITIES FOR SPIRITUAL GROWTH

- Opportunities for staff to pray together

## 9. WHEN PROBLEMS ARISE

- This policy needs to be read in conjunction with other academy policies (in particular whistleblowing, sickness absence, health and safety, and performance management)
- The academies will discuss options and provide support as appropriate to circumstances (Trust HR will provide support and advice as and when required)
- The academies will signpost relevant support
- The academies will consider options for managing workload and duties differently during challenging or emotional periods

**This policy will be reviewed bi-annually (or earlier if the need arises)**

**“Before all else the Gospel invites us to respond to the God of love who saves us, to see God in others and to go forth from ourselves to seek the good of others.”**

**Pope Francis**

## Appendix A – Associated Policies/Procedures

Sickness Absence Management

Whistleblowing

Health and Safety

Performance Management Procedure