

VENN ACADEMY TRUST WELLBEING POLICY

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
LC	The Board		1.1	As and when necessary



Introduction

The purpose of this policy is to maintain a Venn ethos which supports staff good mental health and wellbeing, giving appropriate support to allow staff to be the best they can be in the workplace.

Venn Academy Trust recognise and value the importance of staff wellbeing and good mental health. We know that staff wellbeing is linked to pupil achievement and the overall performance of the Trust. Venn will make sure that this policy is implemented in each of our settings so that every member of staff is able to cope successfully with the demands in their lives, at school and at home, whatever the cause of stress.

Venn Academy is committed to providing a healthy working environment that promotes the good mental health and wellbeing for all its employees.

Aims

It aims to:

- Recognise the impact work can have on employees' stress levels, mental and physical health.
- Respond sensitively to external pressures which affect the lives of staff members.
- Provide staff with appropriate training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies.
- Encourage the culture of peer to peer support.
- Signpost staff appropriately, when they need support to deal with stress or feel their balance is tipping.

Roles & Responsibilities

Executive Team and The Board

- Will offer support to the Head of School with their own wellbeing, including fulfilling all of the duties of Head of School to the Head of School.
- Will offer advice and support to senior leaders when managing others' wellbeing.
- Will offer or signpost to training to support staff in their roles be the best they can be.
- Will commit to support the policy and uphold it at all times.



Head of School

- Will ensure that strategies are implemented in their setting to effectively manage wellbeing.
- Will ensure that there is clear communication between staff and management with regards to all areas of school life.
- Will monitor and review the wellbeing of individual staff where required.
- Will ensure that staff receive appropriate training and resources to carry out their duties.
- Treat all discussions with employees around personal issues as confidential unless it is necessary to involve others to deal with the issue, or on a need to know basis.

Staff members

- Will take responsibility for “self-care” by ensuring life outside of school (exercise/sleep/nutrition) is energy giving.
- Will make themselves aware of all school policies and procedures.
- Will ask for help and support if required.
- Will be honest in welfare/check-in meetings.
- Will take responsibility for peer to peer support, and not just leave it to someone else.

All new staff

- All new staff will receive a staff induction specific on the site at which they are based
- All staff will be assigned a buddy upon appointment so there is a peer they can approach if concerns about “unwritten rules” in school.
- All staff will be given a copy of the Venn wellbeing commitment (see appendix A) so they are aware of it.

Other helpful pointers to ensure good mental health within Venn

Every staff member should have a break whilst at work if they work longer than 6 hours under the working time regulations; during that break employees are encouraged to get some fresh air.

Staff are encouraged to eat lunch, not bypass it just because they are busy.

Staff are encouraged to take a break from their desk and their computer screen, and not always eat at their desk.

Support from the Head of School or other appropriate person is available to every member of staff regardless of their pay grade or status if it is required.



Staff are encouraged to take a peer to peer support approach, if your colleague does not seem themselves ask them if they need to talk. It is ok not to be ok sometimes.

Venn commit to offering all staff counselling sessions if they require them. These are confidential to access and use to help staff manage the emotional pressures of life should they need it.

The 5 ways to wellbeing (appendix c) is highlighted a useful tool for self-care.

Occupational Health in Hull and Doncaster is a service Venn buy into and staff can ask their Head of School for a referral for an appointment should they feel they would benefit from it at any time, regardless of whether they are physically ill or not.

Venn supports and encourages the membership of Trade Unions for professional support external to Venn.

All new starters are requested to complete a “Multi Employment Form” as Venn have a duty of care, under the Working Time Regulations to ensure their staff do not work too much.

Venn encourage all their staff to have a healthy work life balance. Although Venn expect staff to work hard whilst at school, staff are entitled to non-work time outside of school and are encouraged not always to be “on-call”.

Although emails may be sent outside of working hours at the convenience of the sender, a response is not required until it is convenient for the recipient, or else when the recipient is back at work to try and protect their work-life balance.

Exercise is encouraged for all staff within Venn; discounts are available with Venn’s employee benefits package for gym and other exercise related activities.



Appendix A

Venn's Commitment to Your Wellbeing.

As an employee of Venn Academy Trust, we value you and your wellbeing. We commit to support you, as a professional and to promote your wellbeing in the workplace. We are all working together to secure the best outcomes for the communities we serve; we believe we can support your wellbeing whilst not lowering the expectations we have as a trust for outcomes. We acknowledge that when your wellbeing is supported, you will perform at your best.

It is appreciated that wellbeing looks different for different people and good mental health for each person will depend on a number of varying factors. We acknowledge that the strategies you use for maintaining a good mental health will be different to how another person does this.

We believe that getting the culture right in Venn is a shared responsibility, therefore if you have accepted a position within our trust, we need you to engage in this too.

The colleague in the next classroom who has looked distracted for the last few days; it is your responsibility to check they are ok. The colleague from down the corridor who looks close to tears today; it is your responsibility to check they are ok too. The colleague who seems to be snapping at everyone recently; it is your responsibility to check in on them. Please do not leave it to someone else. We are in this together, this is Venn.



Appendix B

Contact Details for Professional Support

There is a 24/7 education support line which is specifically dedicated to people who work in schools, both teachers and support staff, their number is 0800 562 561

Focus Counselling (Hull staff only) - 01482 891564

Counselling (Doncaster staff only) – 01302 737045.

Employee Assistant Programme (telephone counselling service). That telephone number is 0800 030 5182 quoting reference number 72247 and Company name Computershare.

Samaritans – 116123 – telephone listening service, 24/7.

C.A.L.M are a national helpline for men – 0800585858. 5pm until midnight, 365 days per year

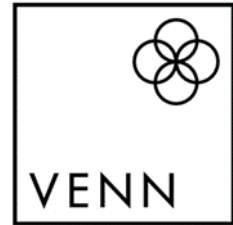
For support in a crisis, Text Shout to 85258. If you're experiencing a personal crisis, are unable to cope and need support. Shout can help with urgent issues such as: Suicidal thoughts, abuse or assault, self-harm, bullying, relationship challenges.

Mind info helpline - lines are open 9am to 6pm, Monday to Friday (except for bank holidays). 0300 123 3393, info@mind.org.uk Text: 86463

You can call NHS 111 if you or someone you know needs urgent care in regard to their mental state, but it is not life threatening

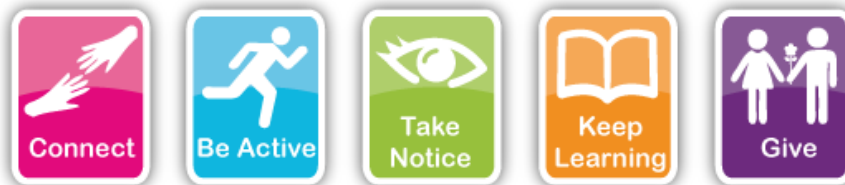
You can also contact your GP surgery and ask for an emergency appointment. In a crisis, you should be offered an appointment with the first available doctor.

A mental health emergency should be taken seriously as a medical emergency, therefore if it is necessary, call 999.



Appendix C

5 Ways to Wellbeing at Work



5 Ways to Wellbeing

