

Date Adopted	Autumn 2019
Review Date	Summer 2020



<b>STAFF MENTAL HEALTH &amp; WELLBEING POLICY</b>	<b>Non Statutory</b>
---	----------------------

## 1. PURPOSE

- 1.1 The purpose of this policy is for Gordano School to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.
- 1.2 Gordano School believes that the mental health and wellbeing of staff is part of our duty of care to staff and key to organisational success and sustainability.

## 2. AIMS

- 2.1 To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- 2.2 To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- 2.3 To reduce stigma around mental health in the workplace.
- 2.4 To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

## 3. SCOPE

This policy applies to all employees of Gordano School (teaching and support staff).

## 4. RESPONSIBILITY

- 4.1 All employees are encouraged to:
  - 4.1.1 Understand this policy and seek clarification from management where required.
  - 4.1.2 Consider this policy while completing work-related duties and at any time while representing Gordano School.
  - 4.1.3 Support fellow workers in their awareness of this policy.
  - 4.1.4 Support and contribute to Gordano School's aim of providing a mentally healthy and supportive environment for all workers.
  - 4.1.5 Take reasonable care of their own mental health and wellbeing, including physical health.
  - 4.1.6 Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- 4.2 Line Managers have a responsibility to:
  - 4.2.1 Ensure that all workers are made aware of this policy.
  - 4.2.2 Actively support and contribute to the implementation of this policy, including its goals.
  - 4.2.3 Manage the implementation and review of this policy.
  - 4.2.4 To reasonably consider the implications of work load.

## 5. COMMUNICATION

Gordano School will ensure that:

- 5.1 All employees receive a copy of the Staff Mental Health & Wellbeing Policy during the Induction process and that this policy is easily accessible by all members of the organization.
- 5.2 The Senior team regularly communicate clear expectations to school parents and carers around staff response to emails and telephone calls.
- 5.3 The school follows an email protocol of no emailing after 7pm on weekdays or over the

Date Adopted	Autumn 2019
Review Date	Summer 2020

- weekend, unless in exceptional circumstances.
- 5.4 The frequency of staff deadlines for student reports is manageable and published at the start of the academic year to staff.
  - 5.5 Teaching staff are offered school laptops and that all staff have access to the school remote desk top.
  - 5.6 Annual performance reviews offer the opportunity to voice concerns about workload.
  - 5.7 Weekly staffing meetings with teaching and support staff are attended with representation for all staff.
  - 5.8 Staff have access to Trade Union representatives who have regular meetings with the Headteacher.
  - 5.9 There is a full Induction Programme for new staff and a 1:1 meeting with the Head Teacher before the end of Term 2.
  - 5.10 Electronic systems (eg 'Class charts' / Firefly ensures that administration is as automated as possible to reduce work load.
  - 5.11 Regular staff questionnaires include questions on staff working conditions. Feedback to these views is given during staff briefing slots.
  - 5.12 Celebration Briefings, gratitude feedback from students and thank yous are part of Gordano School culture.
  - 5.13 Staff receive a termly school bulletin.

## 6. THE CURRICULUM AND SCHOOL TIMETABLE

Gordano School will ensure that:

- 6.1 After school commitments are agreed annually as directed time with the teaching unions.
- 6.2 Staff are not expected to cover for school colleagues unless in exceptional circumstances.
- 6.3 Teaching staff can expect 12% non-contact time (above the statutory 10%).
- 6.4 The school endeavours to offer full-time teachers a sole teaching classroom (where possible and appropriate) to minimise movement around the school site.
- 6.5 The number of split classes are kept to a minimum.
- 6.6 Where possible, flexible requests from part-time staff are respected.
- 6.7 Where possible, exceptional absence requests are granted eg school nativity plays, school sport days.

## 7. PREMISES

Gordano School ensures that:

- 7.1 All staff have access to the school staff room.
- 7.2 Faculties have team rooms and teacher-dedicated desks to offer a place for staff to relax, work and support colleagues.

## 8. STAFFING

- 8.1 Gordano staff have access to a HR officer during school hours and to the confidential 24 hour Employee Assistance Programme (EASE) offering support with stress, family difficulties,

Date Adopted	Autumn 2019
Review Date	Summer 2020



money management, relationships, bereavement, depression, substance misuse and problems at work.

- 8.2 The school has a nominated Mental Health Lead (Jeanne Fairs) and Mental Health Governor (Alison Harris).
- 8.3 A Staff Wellbeing Group meet regularly during the year and staff are regularly invited to attend.
- 8.4 Consultative Open Door meetings with the Head Teacher are held once a term to give staff the opportunity to voice concerns and discuss their views.

## 9. MONITORING & REVIEW

- 9.1 Gordano School will review this policy twelve months after implementation and annually thereafter.
- 9.2 Effectiveness of the policy will be assessed through:
  - 9.2.1 Feedback from staff, the Governing Wellbeing Committee, and Senior Leadership
  - 9.2.2 Review of the policy to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Date Policy adopted: 9<sup>th</sup> Sept 2019

Ned Wilby  
Chair of Governors

[Signature]  
Headteacher

