



# **Managing Stress And Promoting Employee Wellbeing**

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**Reviewed by: Admin**

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**Approved by: FGB**

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<b>Headteacher</b>	Sign & Date:	C. Bull 07/07/2020
<b>Chair of Governing Board</b>	Sign & Date:	M. Cornwell 07/07/2020

# Parsons Down Partnership of Schools Managing Stress And Promoting Employee Wellbeing Policy June 2020

## Introduction

At Parsons Down Partnership of Schools, we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors whilst ensuring the wellbeing of all our employees.

This policy will apply to everyone in the Partnership. The Governing Board are responsible for the implementation of the policy and the Partnership is responsible for providing the necessary resources.

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 Partnership will identify all workplace stressors and conduct risk assessments accordingly and act upon these. These risk assessments will be regularly reviewed.
- The Partnership will provide training and regular communication for all staff in relation to Health and Safety and Safeguarding issues in addition to other key policies and procedures.
- The Partnership will provide access to confidential counselling or support for staff affected by stress caused by either work or external factors .
- The Partnership will provide adequate resources to enable the Senior Leadership Team to implement the agreed stress management strategy and to promote employee wellbeing.
- The Partnership will appoint a Health and Welfare Governor for support where required .

## Responsibilities

### Senior Leadership Team

- Conduct and implement recommendations of stress related risk assessments within the Partnership.

- Refer to HSE guidance documents such as Talking Toolkits on 'Preventing work related stress in school' and incorporate principles from this into staff meetings and one to one meetings where possible.
- Ensure good and timely communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure regular employee meetings and communications and encourage staff feedback.
- Ensure staff are fully trained to fulfil their duties and understand what is required of them in their role, with clearly defined job descriptions.
- Monitor workloads to ensure that people are not overloaded and that they have the resources required to do their jobs.
- Ensure a safe working environment for all employees with up to date role risk assessments in place.
- Monitor working hours and overtime to ensure that staff are not overworking and that deadlines are reasonable and achievable.
- Attend training as requested in good management practice and health and safety.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Support individuals who have been off sick with stress and advise and support them and their line manager on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Ensure employees are aware of, and able to contact, the Health and Welfare Governor for support as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform West Berkshire Human Resources Department and the relevant Governor Committees of any changes and developments in the field of stress at work.
- Ensure that bullying and harassment is not tolerated within Partnership and appropriate policies and procedures are in place.
- Ensure policies and procedures are in place and clearly communicated regarding verbal and physical abuse.
- Ensure staff are provided with meaningful developmental opportunities.
- Ensure Partnership targets and key objectives are clearly visible and understood by all employees.

### **West Berkshire Human Resources/Occupational Health**

- Provide specialist advice and awareness training on stress and employee wellbeing.
- Give guidance to the Senior Leadership Team on policies and procedures in relation to the health, safety and wellbeing of employees.
- Assist in monitoring the effectiveness of measures to address stress and wellbeing by collating sickness absence statistics.
- Advise the Senior Leadership Team and individuals on training requirements.
- Provide continuing support to Headteachers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

### **Employees**

- Raise any issues of concern in regard to their health and wellbeing or that of others with their Line Manager, Senior Leadership Team or Health and Welfare Governor.
- Take responsibility for their own health and wellbeing.
- Accept opportunities for counselling or support when recommended.
- Read and understand all Partnership policies and procedures in relation to health, safety and wellbeing within school.

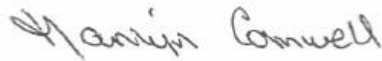
This policy should be read in conjunction with the Partnership Health & Safety Policy.

This policy is regularly monitored by the Headteacher and the Full Governing Board and it will be fully reviewed every two years.

**Policy Agreed:** July 2020

**Date of Review:** July 2022

**Chair of Governors**

A handwritten signature in black ink that reads "Martin Conwell". The signature is written in a cursive style and is positioned to the right of the "Chair of Governors" label.