

Southfields Academy

Staff Wellbeing Policy

This policy will be reviewed in full by the Senior Leadership Team and agreed by the Trustee Personnel Committee on an annual basis.

This policy is due for review by 31st August 2023.



Chief Executive Officer: Jacqueline Valin

Chair of Governors: Sian Tyler

Governor for Mental Health: Victoria Simpson

SLT Lead: Sarah Gray

Human Resources Manager: Stephanie Hampel

Designated Mental Health Lead: Tricia Nearn

Staff Wellbeing Policy:

1. INTENT:

We use the World Health Organisation's definition of mental health and wellbeing: "a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community".

This Wellbeing Policy for Southfields Academy staff has been developed to support the **positive mental health and wellbeing of all staff**. Southfields Academy recognises that wellbeing and performance are linked. Improving staff members' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and school performance. We also know that in order for our staff to support the ongoing mental health of our students, it is essential that we support Southfields Academy staff in the same way.

2 The Policy Aims to set out:

- the range of services available to help staff maintain health and wellbeing,
- the responsibilities of managers and others for maintaining a positive work environment,
- Southfields Academy's commitment to providing support for individual staff members.

3 School Delivery

Southfields Academy has a responsibility to ensure the working environment is safe and positive for its staff. We will ensure that its practices reflect the Southfields Academy Health and Safety Policy and are reviewed regularly.

In addition, we will:

- Put in place measure to **support staff with their wellbeing**, provide appropriate training and individual support,
- Seek to foster a mentally healthy culture by incorporating the principles of this policy into **line manager training**,
- regularly **raise awareness** of positive approaches to mental health and wellbeing.

3.1 Responsibilities and key staff members

Line managers

Line managers will put in place **measures to support staff with their wellbeing** by:

- being approachable and supportive with team members,
- supporting the effective planning of individual workload,
- providing clarity on roles and responsibilities within teams,
- providing effective induction, probation and appraisal procedures,
- familiarising themselves with the Southfields Academy Equality Policy,
- keeping lines of communications open within teams,
- taking stock of individuals' wellbeing to assess the impact of current approaches, through 1:1 meetings, appraisal meetings and check-ins,
- ensuring staff know who to approach for support,
- participating in training,
- holding return to work interviews, where appropriate.

3.2 Human Resources

The Human Resources Manager will support the development of policies and procedures to support the wellbeing of staff, assist line managers in supporting individuals, and liaise as appropriate with the mental health and medical professionals, to help support all staff in maintaining their own wellbeing.

3.3 Staff

The NHS provides guidance on promoting positive mental health and wellbeing. Staff are advised to follow these five steps:

1. Connecting with other people – good relationships are important for mental wellbeing
2. Being physically active – this promotes both positive physical and mental health
3. Learning new skills – this promotes wellbeing by boosting self-esteem
4. Giving to others – acts of kindness can improve mental wellbeing
5. Paying attention to the present moment – mindfulness can positively impact the way we deal with challenges.

If staff wish to discuss an aspect of their wellbeing they should, in the first instance, speak to their line manager. They can also choose to talk to the relevant member of SLT or Southfields Academy's Human Resources Manager or the Headteacher.

3.4 Communication and Feedback

Methods of staff communication and consultation are outline in the Southfields Academy Communications Policy (under review) with the aims of supporting effective communication and to enable Southfields Academy staff to understand the decision making process.

Other measures available to support all staff in maintaining health and wellbeing include:

- A mental health team and access to a clinical psychologist.
- Access to Work. A Government Organisation supporting staff with physical and mental health conditions.

3.5 Review Process

In addition to regular meetings, staff CPD opportunities and check-ins, there is a termly staff survey at Southfields Academy, which acts as a staff 'temperature check', All responses are read and suggestions used to inform school improvements for the next academic year.

4 Links to other policies

- Staff Codes of Conduct
- Communication Policy (under review)
- Appraisal and performance management policies
- Staff attendance and leave of absence policy

5 Other available external bodies

- Education Support, UK charity dedicated to supporting the mental health and wellbeing of teachers and education staff in schools, colleges and universities

HELPLINE: 0800 056 2561

WEBSITE: [Education Support](#)

- Mentally Healthy Schools, Anna Freud National Centre for Children and Families
Supporting staff wellbeing: [Mentally Healthy Schools](#)
- Support for mental health at work, [Able Futures Mental Health Support Service](#)
Support for mental health needs affecting your work.
- NHS Services

[Wandsworth IAPT NHS Trust Service London – for mental health “Talk Wandsworth”](#)

[Merton Uplift – Wellbeing, Talking Therapies and Primary Care](#)

[Every Mind Matters - NHS](#)