Fair Ways Education

Staff Wellbeing Policy

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	1	New Policy	Laura Rowe		

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Contents

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Fair Ways Vision, Mission and Values

Our vision
To build an institution that makes a difference to society and leaves a legacy greater than ourselves and our contributions.

Our mission
Making a difference through passionate care, support and education.

Our values
As a charity we measure our wealth by the difference we make, rather than any profit.

We believe that by embodying a culture in which every individual is valued for their own contribution, we can develop them and harness their potential, so that they may achieve great things.

Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within the organisation to *play their part*:

PROFESSIONAL ATTITUDE	**A**CCEPTING	**R**EFLECTIVE	**T**RANSPARENT

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· We do what we say we will	· We don't give up on people	· We give feedback, we invite feedback, we listen to feedback	· We are always willing to explain why
· We approach challenges with optimism and enthusiasm	· We value all individuals and are willing to challenge them	· We look inward before we look outward	· We have the courage to be open and honest
· We don't judge, we notice	· We embrace each other's differences as much as our similarities	· We learn as much from our mistakes as from our successes	· We earn trust through our transparency
· We put the needs of the service before our own personal gains	· We accept responsibility for our actions	· We listen to each other, learn from each other and grow together	· We live by our values even when no-one is watching

1 Introduction and Aim

1.1 The biggest asset our school has is the staff team; the biggest asset they have is their health and wellbeing.

1.2 This policy is intended to outline the ways in which we can work together to make sure our school is a safe, caring and happy place to work, which, if we get it right, can help to enhance individual wellbeing, through personal fulfilment and professional identity. This in turn will benefit our young people and the wider community.

1.3 Everything we do within should be healthy, safe and supportive. Management are responsible for ensuring school practices contribute towards staff wellbeing.

1.4 Fair Ways Education are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff.

2 Staff Absence and Health Issues

2.1 Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which will inevitably disrupt or compromise the progress of our young people.

2.1 At Fair Ways we advocate a proactive approach to managing health and rehabilitation issues at work, with everyone working together including staff, management, human resources, occupational health (if applicable) and Health & Safety to:
- Tackle the causes of workplace injury and ill health, including stress and anxiety

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- Address the impact of health on employees' capacity to work, providing support for those with disabilities and health conditions and rehabilitation
- Promote healthier lifestyles and wellbeing to improve the general health of the workforce

2.2 Staff are encouraged to share their mental and/or physical needs in an open way with colleagues to maximise support networks available. This practice also helps to de-stigmatise issues related to health conditions in the workplace.

3 Support Staff Wellbeing

3.1 To support the well-being of our staff our priorities are:
- Language – to be mindful of the language we use to talk mental health at all times
- Communication – to encourage individuals to communicate their needs and concerns
- Relationships – to promote good relationships between staff through training, time and tea
- Kindness – to promote the importance of treating people as we would want to be treated ourselves
- Tolerance – be tolerate of the different ways people think and act
- Respect – for how a staff member may want to manage their own wellbeing, providing this doesn't impact on the safeguarding of young people
- Harmony – to promote ways of being with each other, including times when opinions differ, or when a person becomes upset with another.
- Equality – to ensure all staff having an equal right to well-being in the workplace
- Trust – to develop a supportive process in which staff can trust, for the continued well-being of staff
- Empowerment – to ensure staff members feel a part of the decisions which affect them. This includes consultation on key decisions which affect individual staff, including policies and a genuine right to reply and appeal on decisions which may have an adverse effect.
- Balance – to recognise the demands of workload on staff and to find ways to ensure a good balance over

4 Wellbeing within Fair Ways Education

4.1 Fair Ways Education takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty, these also include policies which can provide certainty and fairness to support well-being including:

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- Sickness and Unauthorised Absence Management Procedure
- Family Friendly Policy
- Supervision Policy
- Grievance Policy
- Pay Policy
- Special Leave Policy
- Anti-Harassment and Bullying Policy
- Flexible Working Policy
- Safeguarding Children Policy
- Performance Management Policies

4.2   What works well within Fair Ways Education:
- Daily brief and debrief to share information and support each other
- Opportunities to debrief incidents
- Allocated break times / access to food and drink
- Group Supervisions
- Individual Supervisions
- Open door policy / variety of modes of communication
- Lots of in house training / professional development
- Human Resource Business Partner who knows the team
- Supportive teams who recognise each other's strengths and difficulties
- Staff shout outs / acknowledgement postcards
- Staff ideas for change are listened to
- Access to Employee Assistance Programme
- Access to Health Shield including massages and holistic treatments
- Discount for membership including gyms
- Free yoga sessions
- Employee Committee

5   Useful Websites and Support Links

- Health Shield is dedicated to helping keep employees and businesses in the best of health, with a range of innovative health and wellbeing solutions. www.healthshield.co.uk
- Health Assured - The Health Assured employee assistance programme is the UK and Ireland's largest award-winning EAP, giving caring and compassionate support to more than 10 million people.(https://www.healthassured.org/employee-assistance-programme)
- NHS 111 http://www.nhs.uk/111 National Health Service advice and guidance on health matters

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- Mindful Employer www.mindfulemployer.net Information and guidance on managing stress and mental health in the workplace
- Department of Health www.gov.uk/government/organisation/department-of-health Information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT)

- Other useful websites:
  www.annafreud.org/what-we-do/schools-in-mind/
  www.mentallyhealthyschools.org.uk
  www.Mindfulteachers.org
  www.nhs.uk/conditions/stress-anxietydepression/improve-mental-wellbeing/
  www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling
  www.mentalhealth.org.uk/
  www.mentalhealth.org.uk/sites/default/files/how-to-manage-and-reduce-stress.pdf

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