Fair Ways

Staff Wellbeing Policy

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Contents

Fair Ways Vision, Mission and Values

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

1   Introduction

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1.1 Managing and supporting our employees mental and physical health is critical to our success. Fair Ways biggest asset is the staff team and the biggest asset they have is their health and wellbeing.

1.2 The world of work is changing and by positively managing our employees' health and wellbeing we will increase their ability to perform at their best. As well as this, mentally and physically healthy employees are more likely to carry out their work safety and effectively even during challenging times.

1.3 Health and wellbeing are recognised as a key enabler of effective individual and organisational performance. 1 in 6 British workers are affected by conditions such as anxiety, depression and stress each year. Mental ill-health is the leading cause of absence in the UK, costing an average of £1,035 per employee per year. Now is the time, more than ever before to push this up agenda and ensure as an organisation, health and well-being run through everything we do.

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

2   Our Aim

2.1 This policy is intended to outline the ways in which we can work together to make sure all our working environments are safe, caring, and happy places 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 service users and the wider community.

2.2 Fair Ways aspires to have employees that are healthy and engaged to ensure they remain in best self at work.

2.3 It is more important than ever that we provide our employees with an environment that encourage and enables healthy lives and make choices that support positive wellbeing.

2.4 We strive to provide a workplace that enables all our employees to thrive inside and outside of work. This policy sets out our commitment to ensure our employees feel engaged, supported, and happy.

2.5 Everything we deliver with fit under three key pillars:

- Mind & Body
- Connection & Community
- Knowledge & Awareness

3   Objectives

3.1   All employees are aware of where to go for support and guidance.

3.2   Mangers have the knowledge and tools to recognise and support their teams.

3.3   Information is available to help our employees take care of themselves and others both inside and outside of work.

4   Legislation

4.1   The information and guidance we offer staff is in accordance with the following legislation:

The Health and safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

Equality Act 2010

5   Staff Absence and Health Issues

5.1   Taking action to prevent ill health and promote good health makes good business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, morale, and productivity, which will inevitably disrupt or compromise the progress of our service user and wider staff teams.

5.2   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, poor mental health and anxiety.
- 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.

5.3   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.

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6 Support Staff Wellbeing

6.1   To support the well-being of our staff our priorities are:

- Language – to be mindful of the language we use when talking about mental health.
- Communication – to encourage individuals to communicate their needs and concerns.
- Relationships – to promote good relationships between staff through training, time, and support.
- Kindness – to promote the importance of treating people as we would want to be treated ourselves.
- Acceptance – be accepting of the different ways people think and act.
- Respect – for how a staff member may want to manage their own wellbeing, providing this does not impact on the safeguarding of young people and fellow colleagues.
- 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 and we provide an inclusive environment which celebrates our differences.
- 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 encourage and promote a positive work life balance.

7 Wellbeing within Fair Ways

7.1   Fair Ways takes very seriously its duty of care as an employer to all members of staff and several 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 but not exclusive:

- Sickness and Unauthorised Absence Management Procedure
- Family Friendly Policy
- Supervision Policy
- Grievance Policy

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- Pay Policy
- Special Leave Policy
- Anti-Harassment and Bullying Policy
- Flexible Working Policy
- Safeguarding Children Policy
- Performance Management Policies

7.2   Wellbeing Initiatives:
- Allocated break times / access to food and drink when on shift
- Reflective Practice
- Individual Supervisions or 1:1 meeting
- Open door policy / variety of modes of communication
- In house training / professional development
- Human Resource Business Partner for each service area
- Supportive teams who recognise each other's strengths and difficulties
- Staff ideas for change are listened to through different platforms/forums
- Access to Employee Assistance Programme
- Access to Health Shield including massages and holistic treatments
- Discount for membership including gyms
- Free yoga sessions
- Mediation and mindfulness sessions
- Fitness Sessions in work time
- Team fitness challenges
- Employee Committee
- Opportunities to debrief incidents
- Cycle to Work Scheme
- Trained Mental Health First Aiders
- External Speakers at Team Meetings to raise Mental Health Awareness
- Mental Health Management Training
- Fair Ways Community Pages

8   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)
- https://www.nhs.uk/oneyou/every-mind-matters/
- 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/