



# **DURANTS SCHOOL – POLICY DOCUMENT**

## **Staff Wellbeing**

**January 2023**

*Reviewed & updated: January 2023 (Carmel Wraight)*

*Next review date: January 2025*

## **Introduction**

The Management and Governing Body of Durants School, aim to make the workplace one that maintains and promotes the health and well being of employees.

New developments and improvements to buildings feature prominently on school development plans, as we want to provide an attractive, healthy, safe and supportive working environment for all employees.

Durants school recognises that working with pupils with complex needs and challenging behaviour can be stressful and tries to support staff members as much as possible. We are aware that the success of any organisation depends to a great extent on the individual performance of each member of staff, and that this is often related to the health and general well being of the individual. As a responsible employer, we recognise that our duty of care extends to mental health as well as physical health at work. The school has implemented policies, which both protect its employees and makes clear the responsibilities that rest with each member of staff. Each individual retains primary responsibility for his/her health and well-being. It is therefore up to us to take reasonable care of ourselves and to draw to the attention of the management any aspect of our work, which is potentially damaging, whilst sharing responsibility for maintaining a healthy environment. We also have a duty of care towards our colleagues as stated in the school's Code of Ethics.

## **Health & Safety**

The school has a Health & Safety policy, which sets, out our position on health and safety at work and identifies the responsibilities of different groups or individuals within the organisation. Risk assessment, emergency evacuation procedures, security, hygiene and first aid, minibuses, adventure playground, life skills room, sensory room, water playroom and rebound therapy room and medicines in school, are all covered by the School's Health & Safety Policy and the Staff Guide.

The policy is supplemented by guidance on specific topics, such as Moving & Handling Pupils and Behaviour Support.

## **Smoking**

The school recognises the right of employees, pupils and visitors to the school, to a smoke-free environment. There is a designated smoking area offsite and a complete ban on smoking in areas other than this. Details can be found in the Staff Guide.

## **Harassment and Bullying**

A complete and inclusive definition of harassment and bullying is difficult, but defining factors are that the behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person. Common forms of harassment involve offensive conduct and behaviour directed to a person's gender, racial origin, disability, sexual orientation, age, religious conviction, or some other personal characteristic. It can also include the inappropriate use of physical or mental power, more commonly known as bullying. Other less obvious but equally serious forms of harassment and bullying can occur in 'staff room talk' about colleagues. Expressions of opinion about colleagues, which can be viewed as harmful, malicious, or showing prejudice, are unacceptable anywhere at school. Harassment and bullying of any kind are potentially deleterious to physical and mental health not only to the person to whom it is directed but others, who are then subjected to an unpleasant and often hostile atmosphere. The school's Code of Ethics sets out our position regarding this issue. We recognise also, that complaints may be made with mischievous or malicious intent, and such cases will be treated as a serious disciplinary matter.

### **Equal Opportunities**

The school aims to create conditions where all staff and pupils are treated with respect and are not subjected to unfair discrimination in any aspect of school life. Details can be found in the school's Code of Ethics.

The school has in place procedures to monitor and follow up any concerns.

### **Management of Sickness Absence**

The school's Capability (ill Health) Procedure, takes a positive approach to sickness management, ensuring that staff are treated fairly and appropriately. Staff are reminded that they have a responsibility to colleagues, as absences create extra pressure on those staff working, thereby affecting their well-being. Back to work forms aim is to establish why staff members were off work and see what can be done to support them to not have more absences. This must be completed by the staff on the day they return to work.

### **Possible sources of pressure**

Potentially there are many aspects of both our working and personal lives that may place pressure on us. Whilst some degree of pressure can improve performance, each of us has a different ability to cope with it and this can fluctuate depending on our situation. Some pressure is inherent in the very nature of the work we do and the size of the organisation. Each job within the organisation carries with it a performance level that the employee is expected to meet. When staff take up posts with additional responsibility they must expect that with them comes extra pressure. Individuals must attempt to pre-empt pressure and take steps themselves to avoid or reduce it *before* it becomes a problem. If however pressures increase beyond an individual's ability to cope, it can then become stress. Individuals suffering from stress can be affected emotionally, (e.g. irritability, depression, anger); physically (e.g. raised blood pressure, tiredness, headaches); mentally (e.g. concentration, memory); interpersonally (e.g. relationships become more difficult); or at work (e.g. poor timekeeping, accidents, erratic attendance).

### **What to do about it?**

If you feel the pressure of work is beginning to affect your health or performance, it is important to take action early, especially if you cannot foresee it lightening shortly. Whilst the school will try to be sensitive when external pressures are affecting a member of staff, it cannot usually play a role in dealing with those pressures, but it is committed to trying to eliminate or reduce the factors within the institution that may affect the health of its employees.

If you can identify any aspect of your working environment that is adding to your feeling of pressure, e.g. lack of or inappropriate resources, poor lighting, badly sited workstation, gossip about colleagues, these can sometimes be addressed fairly quickly. If the pressure is caused by the nature of your work, the design of your job, or the organisational style, first try to think of a solution to the problem yourself, then discuss it with your line manager. It may be possible to make adjustments in the short or long term, to ease the pressure, and this is much easier to accomplish if you have thought about possible solutions yourself. Some work pressures are caused by being inadequately trained to do a job or having insufficient knowledge. If this is the case you should raise the matter with your line manager. The school has well-developed training systems to support you.

### **Preventative/supportive measures at an organisational level**

#### **Induction and policies**

All new staff will have an induction to familiarise themselves with key policies and procedures.

### **Training on mental health**

All staff receive regular training about recognising and responding to mental health issues. Staff will also receive regular training on looking after their mental health and well-being. Training opportunities for staff that require more in-depth knowledge will be considered as part of our performance management process and additional CPD will be supported throughout the year in response to developing situations.

### **Professional development**

Yearly, staff have an appraisal where they meet with their line manager and discuss how they are fulfilling their role, what they are doing well and what they can improve on. They set goals and discuss what further training they would like to go on. They will also set wellbeing targets.

### **Advice and counselling service**

Termly, emails are sent to all staff to remind them of where they can seek additional help.

There are signs around the school for mental health first aiders, Samaritans and Educational support Helpline.

We have an Employee Assistance Programme to provide advice and counselling services. Employee wellbeing service is a confidential service which provides proactive guidance to help you stay healthy and enjoy physical, mental and emotional well-being. This is a free and confidential service available to staff and members of their family. This can be accessed via [www.livewell.optum.com](http://www.livewell.optum.com) or by telephone 0800 587 6522. They can support:

Face-to-face counselling – access to our network of face-to-face counsellors.

Telephone counselling- experienced counsellors available 24/7 providing unbiased, impartial support.

Online cognitive behavioural therapy (CBT) – changing unhelpful patterns of thinking.

Debt information – telephone-based specialists to signpost you to options for managing debt.

Legal information – telephone-based information and signposting service including rights, process and points of law.

Livewell online – user-friendly factsheets, programs and useful links.

Specialist information – comprehensive, professional, telephone-based information and signposting service.

Support for managers- telephone-based support and guidance for managers.

Staff can also access help via the charity Education support. It is a charity providing mental health and wellbeing support services to all education staff and organisations. Their website can be accessed via [www.educationsupport.org.uk](http://www.educationsupport.org.uk) or their helpline 08000 562 561. The helpline is free and confidential and accessible 24/7. Their trained counsellors listen without judgement.

The charity provides grants for people working in or retired from education and experience short-term financial issues. They also support training costs if you wish to change career or rejoin the education sector.

There is a notice board in the staffroom which displays this information.

### **Health and leisure**

We have negotiated discounts with various organisations so you can make choices about your health and lifestyle. Fusion-lifestyle gyms all offer discounts on memberships for Enfield employees. The centres include Arnos Pool, Albany leisure centre, Bramley Bowls Hall, Edmonton leisure centre, Southbury leisure centre and Southgate leisure centre. Discounts can also be accessed via [www.discountforteachers.co.uk](http://www.discountforteachers.co.uk) for Dw Fitness First and PureGym. Discounts can be accessed via [www.teacherperks.co.uk](http://www.teacherperks.co.uk) for Nuffield Heath. Enfield Council can provide employees with new bikes and safety equipment on a tax-free basis. Safety equipment can include helmets, locks, panniers and reflective clothing. If you join the scheme, you can choose a new bike and safety equipment, up to the value of £1,000, from a local partner bike shop. You will need to agree to a reduction in your gross salary for 12 months to cover your hire costs. We also have a pool of bikes for business use for travel around Enfield.

## **DURANTS SCHOOL – Staff Wellbeing Policy**

### **Catering**

The school's catering facilities provide a selection of well-cooked meals as well as freshly made salads for staff. The meals appeal to a variety of tastes and include a vegetarian option.

### **Dealing with challenging behaviour and staying safe**

All staff members working directly with pupils have PRICE training to learn the legal framework for physical intervention and techniques to prevent challenging behaviour and effective tools to restore a calm and safe environment. Each pupil has a behaviour plan which provides clear guidelines on how to safely manage behaviour. There are positive behaviour support coaches within the school to provide further support if a member of staff is struggling with a pupil. If staff members do not feel comfortable working with a pupil or feel unsure of anything on their behaviour plan they are advised to speak to their line manager and ask for assistance.

### **Mental health first aiders**

Mental health first aiders can provide advice for staff members in the school and direct them to outside agencies for additional support.

Safeguarding training is held for all training every 3 years so staff are confident reporting concerns. We have an open-door policy meaning staff should feel welcome to come and talk to any senior member of staff about a concern.

There is a clear explanation of the potential risks associated with the role at the interview. The Health and safety policy will be shared with new staff within their first week of work. Risk assessments for rooms in the school, classes, for individual pupils and individual staff members will be regularly updated and shared with all involved. Risk assessments must be signed off by the SLT. It is the responsibility of all staff participating in the activity/working with the pupil to read the risk assessment. AF1 forms will be analysed as incidents occur and SLT will follow up with individual staff. Team leaders (e.g. teachers) will also ensure they check on their staff after incidents especially if they have been physically hurt.

### **Debriefing**

After being involved in (or in some cases witnessed) an incident that is intensive, emotional or when challenging behaviour has occurred. If staff feel overwhelmed they can take time out and spend time in the medical room.

### **Work-life balance**

Implement initiatives designed to encourage staff to achieve a balance between their work and home lives, e.g. part-time/job share posts.

Planning and marking requirements are reviewed regularly to ensure the workload for teachers is manageable. Emails should be replied to within school working hours. All employees are provided with a mentor.

### **Continual improvement process**

All staff complete a questionnaire each year to share their concerns and ideas on how to improve the school. The leadership team then ensure issues relevant to staff wellbeing are on the school development plans.

### **Create a positive atmosphere**

Department meetings discuss magic moments to reflect on the positive things that have happened in the week. The school provides chilled water dispensers and tea and coffee for staff to enjoy during their breaks. The school will occasionally provide breakfast for staff members.

Throughout the year there are opportunities for staff to have various well-being activities i.e. pottery, cake decorating etc.

## **DURANTS SCHOOL – Staff Wellbeing Policy**

At the end of each term, one member of staff from each department will receive an award in assembly.

Arrangements are made for religious observances wherever reasonable alongside normal duties.

### **When things can't be changed**

Some jobs are just more pressured at some times than at others, so if it isn't possible to change the working practices, it is important to ensure that you are as prepared as possible to cope with that pressure. As a publicly funded organisation, it is not always possible to get the resources or the environment we may wish, at the time we may wish, and that potentially adds to pressure.

### **Staff Responsibility to one another**

Staff will:

- Ø Express feelings in an acceptable manner to the appropriate people
- Ø Raise concerns in the correct forum, with a commitment to being part of the solution
- Ø Take advantage of training opportunities on stress management and well being.
- Ø Report for work in a fit state to carry out duties
- Ø Help maintain a pleasant, comfortable and safe environment
- Ø Use facilities provided appropriately

### **What you can do**

Medical advice recommends:

- Ø Eat healthily. Pressure can increase your requirements for certain vitamins.
- Ø Exercise. Regular moderate exercise each day will help reduce levels of stress
- Ø Practice mindfulness or meditation
- Ø Take time out from your digital devices (Smartphones, tablets and laptops can overstimulate our brains).
- Ø Ensure you are getting enough sleep.
- Ø Relax. It is important to set aside some time each week to spend doing something you enjoy and to keep a balance between work and leisure.
- Ø Take time to be with your friends and family.
- Ø Stop smoking.
- Ø Watch your caffeine intake.

Ø Talk to friends and /or family about what you're feeling

**Further helpful resources:**

Whether you're concerned about yourself or a loved one, these helplines and support groups can offer expert advice.

**Anxiety UK:** Charity providing support if you have been diagnosed with an anxiety condition. Phone: 03444 775 774 (Monday to Friday, 9.30am to 5.30pm) Website: [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)

**Bipolar UK:** A charity helping people living with manic depression or bipolar disorder.

Website: [www.bipolaruk.org.uk](http://www.bipolaruk.org.uk)

**CALM is the Campaign Against Living Miserably:** for men aged 15 to 35. Phone: 0800 58 58 58 (daily, 5pm to midnight). Website: [www.thecalmzone.net](http://www.thecalmzone.net)

**Men's Health Forum:** 24/7 stress support for men by text, chat and email.

Website: [www.menshealthforum.org.uk](http://www.menshealthforum.org.uk)

**Mental Health Foundation:** Provides information and support for anyone with mental health problems or learning disabilities. Website: [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

**Mind:** Promotes the views and needs of people with mental health problems. Phone: 0300 123 3393 (Monday to Friday, 9am to 6pm). Website: [www.mind.org.uk](http://www.mind.org.uk)

**No Panic:** Voluntary charity offering support for sufferers of panic attacks and obsessive compulsive disorder (OCD). Offers a course to help overcome your phobia or OCD.

Phone: 0844 967 4848 (daily, 10am to 10pm). Calls cost 5p per minute plus your phone provider's Access Charge. Website: [www.nopanic.org.uk](http://www.nopanic.org.uk)

**OCD Action:** Support for people with OCD. Includes information on treatment and online resources. Phone: 0845 390 6232 (Monday to Friday, 9.30am to 5pm). Calls cost 5p per minute plus your phone provider's Access Charge. Website: [www.ocdaction.org.uk](http://www.ocdaction.org.uk)

**OCD UK:** A charity run by people with OCD, for people with OCD. Includes facts, news and treatments. Phone: 0333 212 7890 (Monday to Friday, 9am to 5pm) Website: [www.ocduk.org](http://www.ocduk.org)

**PAPYRUS:** Young suicide prevention society. Phone: HOPElineUK 0800 068 4141 (Monday to Friday, 10am to 5pm and 7pm to 10pm, and 2pm to 5pm on weekends). Website: [www.papyrus-uk.org](http://www.papyrus-uk.org)

**Rethink Mental Illness:** Support and advice for people living with mental illness. Phone: 0300 5000 927 (Monday to Friday, 9.30am to 4pm). Website: [www.rethink.org](http://www.rethink.org)

**Samaritans:** Confidential support for people experiencing feelings of distress or despair. Phone: 116 123 (free 24-hour helpline). Website: [www.samaritans.org.uk](http://www.samaritans.org.uk)

**SANE:** Emotional support, information and guidance for people affected by mental illness, their families and carers. SANEline: 0300 304 7000 (daily, 4.30pm to 10.30pm) Textcare: comfort and care via text message, sent when the person needs it most: [www.sane.org.uk/textcare](http://www.sane.org.uk/textcare). Peer support

forum: [www.sane.org.uk/supportforum](http://www.sane.org.uk/supportforum). Website: [www.sane.org.uk/support](http://www.sane.org.uk/support)

**YoungMinds:** Information on child and adolescent mental health. Services for parents and professionals. Phone: Parents' helpline 0808 802 5544 (Monday to Friday, 9.30am to 4pm).

Website: [www.youngminds.org.uk](http://www.youngminds.org.uk)

**NSPCC:** Children's charity dedicated to ending child abuse and child cruelty. Phone: 0800 1111 for Childline for children (24-hour helpline) 0808 800 5000 for adults concerned about a child (24-hour helpline).

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Refuge:** Advice on dealing with domestic violence. Phone: 0808 2000 247 (24-hour helpline).

Website: [www.refuge.org.uk](http://www.refuge.org.uk)

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**Alcoholics Anonymous:** Phone: 0800 917 7650 (24-hour helpline). Website: [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

**National Gambling Helpline:** Phone: 0808 8020 133 (daily, 8am to midnight).  
Website: [www.begambleaware.org](http://www.begambleaware.org)

**Narcotics Anonymous** Phone: 0300 999 1212 (daily, 10am to midnight). Website: [www.ukna.org](http://www.ukna.org)

**Alzheimer's Society:** Provides information on dementia, including factsheets and helplines. Phone: 0300 222 1122 (Monday to Friday, 9am to 5pm and 10am to 4pm on weekends). Website: [www.alzheimers.org.uk](http://www.alzheimers.org.uk)

**Cruse Bereavement Care:** Phone: 0808 808 1677 (Monday to Friday, 9am to 5pm).  
Website: [www.cruse.org.uk](http://www.cruse.org.uk)

**Rape Crisis:** To find your local services phone: 0808 802 9999 (daily, 12pm to 2.30pm and 7pm to 9.30pm)  
Website: [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

**Eating disorders:** Beat. Phone: 0808 801 0677 (adults) or 0808 801 0711 (for under-18s). Website: [www.b-eat.co.uk](http://www.b-eat.co.uk)

**Mencap:** Charity working with people with a learning disability, their families and carers. Phone: 0808 808 1111 (Monday to Friday, 9am to 5pm). Website: [www.mencap.org.uk](http://www.mencap.org.uk)

**Family Lives:** Advice on all aspects of parenting, including dealing with bullying. Phone: 0808 800 2222 (Monday to Friday, 9am to 9pm and Saturday to Sunday, 10am to 3pm). Website: [www.familylives.org.uk](http://www.familylives.org.uk)

**Relate:** The UK's largest provider of relationship support. Website: [www.relate.org.uk](http://www.relate.org.uk)