

# Witherley C.E. Primary School



## Wellbeing Policy - Staff

Autumn 2021

Next review due: Autumn 2022

# Witherley CE Primary School - Wellbeing Policy

## Policy Statement

*Mental health is 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.*

*(World Health Organization)*

At our school, we aim to promote positive mental well-being for all our staff. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches where appropriate.

## Aims

This document describes the school's approach to promoting positive mental health and well-being.

This policy is intended as guidance for all staff including non-teaching staff and governors.

This policy should be read in conjunction with our medical policy in cases where a student's mental health overlaps with or is linked to a medical issue and the SEND policy where a student has an identified special educational need.

The Policy Aims to:

- Promote positive mental health in all staff
- Increase understanding and awareness of common mental health issues
- Alert staff to early warning signs of mental ill health

## Lead Members of Staff

Whilst all staff have a responsibility to promote the mental health of staff. Staff with a specific, relevant remit include:

- Mrs D Middleton – mental health lead

Any member of staff who is concerned about the mental health or well-being of themselves or a colleague should speak to the mental health lead.

## Warning Signs

School staff may become aware of warning signs which indicate a colleague is experiencing mental health or emotional well-being issues. These warning signs should always be taken seriously and staff observing any of these warning signs should communicate their concerns with Mrs D Middleton, our mental health and emotional wellbeing leads.

Possible warning signs include:

Physical signs of harm that are repeated or appear non-accidental

- Changes in eating/sleeping habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity, mood and behaviour

- Low self-esteem
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing – e.g. long sleeves in warm weather
- Secretive behaviour
- Lateness to or absence from work
- Repeated physical pain or nausea with no evident cause

## **Supporting Staff**

It is recognised at Witherley CE that promoting staff health and emotional well-being should be an integral part of the whole school approach. An open door policy is always made available if staff need to speak to someone about concerns or personal well-being. We believe in maintaining a positive work life balance. Time is made available in the school day for staff to fulfil responsibilities.

Signposting to materials about mental health and well-being is also made available.

Steps taken to support staff well-being by developing a positive work life balance are:

- Planning time (PPA) during the school day
- No staff meeting during the week of a Parent's Evening
- Management time for subject/key stage leads
- Pupil progress meetings during the school day
- A school diary / plan shared with staff at the start of each school year and each term highlighting the key dates, deadlines and school events
- A day given for teachers to write school reports
- Changes to marking and feedback expectations, enabling the majority of marking and feedback to take place during a lesson, therefore reducing teacher workload
- No contact made in the evenings or weekends unless absolutely necessary
- A day in lieu given to staff who attend residential trips
- Encouraging staff to take a break from their classrooms at lunchtime
- Wellbeing awards – e.g. chocolate treats, PPA time at home

## **Training**

As a minimum, all staff will receive regular training on how to recognise and respond to mental health issues as part of their child protection training in order to keep themselves and pupils safe.

Training opportunities for staff who require more in depth knowledge will be considered as part of our performance management process and additional CPD will be supported throughout the year where it becomes appropriate due to developing situations.

Where the need to do so becomes evident, we will host twilight training sessions for all staff to promote learning or understanding about specific issues related to mental health

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