



**Greenhead College
Corporation**

**STAFF HEALTH AND
WELLBEING POLICY**

Introduction to the Staff Health and Wellbeing Policy

Greenhead College wishes to cultivate a supportive, healthy workplace where people enjoy their place of work – this is the main purpose of this policy.

The College takes its duty of care as an employer very seriously. It wishes to demonstrate a strong commitment to promoting positive mental, physical and emotional wellbeing, and will provide support for all members of staff so that they can carry out their duties effectively. The College also recognises that a key role in promoting positive health and wellbeing is played by the Principal, Senior Leadership Team, HR Manager, Senior Tutors, Heads of Department, Heads of Subject, Seconds in Department and other College managers. However, all individual employees of the College have a part to play in developing positive health and wellbeing.

Both teaching and non-teaching staff are entitled to be treated fairly and professionally at all times, and a number of other College policies have been written in relation to this:

- Absence policy
- Bereavement policy
- Bullying and Harassment policy
- Equality and Diversity policy
- Flexible Working policy
- Grievance policy
- Health and Safety policy
- Managing the Menopause policy
- Maternity and Adoption Leave policy
- Performance Management policy
- Smoking policy
- Staff Code of Conduct policy
- Teaching Staff Cover policy
- Whistleblowing policy.

All of these policies are available on the College's website or Moodle.

The Governing Body recognises the importance of promoting a positive health and wellbeing environment for staff. Its role is to review this policy on an annual basis; receive an annual update from the Principal and the College's Mental Health Lead on developments in College relating to staff health and wellbeing; and scrutinise the findings and make recommendations arising from the annual staff wellbeing survey. This policy will be reviewed and updated annually to incorporate the specific aspects or actions that are pertinent to the academic year in question.

In addition to complying with all statutory requirements, there are five key principles relating to the College's Staff Health and Wellbeing policy. These are as follows:

- 1. Working relationships**
- 2. Guidance and support**
- 3. Work-life balance**

4. Health and lifestyle

5. Acknowledgment

This policy seeks to explain in further detail the five components of this policy.

1. Working relationships

The College is committed to developing strong and effective working relationships with all its employees. The Principal, Senior Leadership Team, HR Manager, Senior Tutors, Heads of Department, Heads of Subject, Seconds in Department and other College managers will seek to foster a healthy and supportive workplace by operating in a fair and consistent manner, and treating individuals with dignity and respect. This also applies to all teaching and non-teaching staff, who should aim to treat each other fairly and professionally at all times.

The following provides a number of examples in relation to this section on **working relationships**:

- All staff have a role to play in developing strong and effective working relationships based on cooperation, fairness and mutual respect
- All staff will follow the College's agreed procedures as set out in its HR policies
- Individual staff's roles and responsibilities will be clearly defined and College reporting structures will be made clear to everyone
- College managers will pay particular attention to any indication of changes in performance or behaviour in staff, and be sympathetic to staff who are under stress
- Regular all-staff forum events will be scheduled into the calendar so as to provide an opportunity to consult and discuss College-wide issues with staff
- Regular meetings will be scheduled into the calendar with union representatives and staff, and union representatives and the Principal
- Termly meetings will be scheduled into the College calendar specifically for part-time staff to consult and discuss issues specific to this group
- Termly meetings will be scheduled into the College calendar specifically for non-teaching staff to consult and discuss issues specific to this group
- Performance management will focus specifically on staff health and wellbeing, and measures College managers are implementing that are pertinent to the needs of individual staff
- An annual survey of staff health and wellbeing will be shared with all staff, scrutinised by the College's Mental Health Working Party, SLT and Governors, with recommendations and actions being proposed by all stakeholders and (where appropriate) implemented for the following year.

2. Guidance and support

The College recognises that it has a duty to provide professional advice, support and training to all its employees as and when it is required. Providing support is essential to ensure the positive mental, physical and emotional wellbeing of staff, and has a high impact upon an individual staff member's performance, teaching and learning, morale and productivity, which ultimately will impact positively on the level of students' progress.

The following provides a number of examples in relation to this section on **guidance and support**:

- All staff have a role to play in ensuring that they work collegiately and provide each other with appropriate guidance and support
- College managers will seek to create an environment and working climate where staff feel comfortable in asking for help
- The Principal and SLT will undertake a review of all College policies through a 'wellbeing lens' and make adaptations accordingly
- The SLT will seek to develop appropriate channels of communication with College managers to identify and support individual staff who would benefit from further guidance and support
- The College will subscribe to the Education Support employee assistance service. This services provides staff with access to confidential counselling 24 hours a day, 365 days per year. The service also provides financial and legal support for personal matters, as well as information on local services such as elder care or childcare. Free and confidential advice is also available through FE Protect the College's insurers
- The College will provide its employees with the necessary professional advice, support and training for them to fulfil their roles effectively
- The HR Manager will assist individual staff with referrals to counselling or occupational health where appropriate
- The HR Manager (and other College managers, where appropriate) will assist staff by offering guidance and making appropriate adjustments to working patterns when necessary
- The HR Manager (and other College managers, where appropriate) will seek to support the differing needs of staff, e.g. pregnant women, women during the menopause, etc.

3. Work-life balance

The College recognises that taking action to ensure a good work-life balance makes good business sense, as high sickness absence carries a cost in terms of the financial position of the College and its impact on staff morale, staffs' productivity, and ultimately the progress and performance of students. Additionally, the College recognises that staff workload has increased in recent years with the introduction of linear A Levels, further external demands, greater student numbers, increased contact time and in 20-21 the Covid Pandemic.

The following provides a number of examples in relation to this section on **work-life balance**:

- All staff have a role to play in ensuring that they seek to develop an appropriate work-life balance
- The College will allow for flexibility in work wherever possible in line with its revised Absence Policy
- Through consultation with union representatives, College managers and wider staff, the SLT will identify hazards which could lead to poor staff health and wellbeing, and seek to reduce these
- The SLT will work with curriculum managers to clarify and set expectations of staff in terms of workload/work set for students/use of emails
- For coursework-related subjects, the SLT will allow teaching staff to cancel lessons when giving feedback
- The SLT will instigate marking and standardisation days following A2 mock exams and A1 progress assessments
- The SLT and other College managers will identify and share strategies to improve work-life balance, including regular CPD
- The SLT will consult with staff on the timing, purpose and content of internally-held INSET
- The SLT will refurbish and develop the Staff Room in order to encourage greater staff use of this resource
- The College will promote activities associated with positive mental health and wellbeing through notice boards and electronic systems
- Following open evenings and parents' evenings, the College will adopt an amended timetable with an 09:45 start (the number of lessons taking place during the day will not be affected)
- The College will seek to hold a greater number of staff social events to take place after College hours.

4. Health and lifestyle

Linked with the section above, the College recognises it has a key function to perform in ensuring that staff have time to relax during working hours by taking a proper break or participating in activities which will improve their health and general wellbeing.

The following provides a number of examples in relation to this section on **health and lifestyle**:

- All staff have a role to play in ensuring they look after their own health and lead a healthy lifestyle
- The College will provide opportunities for staff to participate in health checks should they so desire, e.g. discounts on flu jabs, eye tests, etc.
- The College will provide opportunities for staff to participate in activities which assist in the promotion of a healthy mind and positive wellbeing, e.g. guided meditation, yoga, lunchtime walks, etc.

5. Acknowledgment

Finally, the College recognises that very often small things go a long way. In particular, it recognises that the Principal, the Senior Leadership Team, HR Manager, Senior Tutors, Heads of Department, Heads of Subject, Seconds in Department and other College managers have a key function to perform in thanking staff for their contribution. This is something that can be hard to quantify but should be apparent in the tone and content of staff's interactions with each other, and the way individuals treat each other fairly, with dignity and respect.

The following provides a number of examples in relation to this section on **acknowledgment**:

- All staff have a role to play in ensuring that they acknowledge everybody's contribution to the organisation and treat each other with dignity and respect
- The College will automatically award pay progression to staff unless a member of staff is currently involved in the College's formal capability procedure
- The College will provide food and drink at major College-wide events, e.g. open evenings, etc. and at the end of the autumn and summer terms
- The College will continue to use Star Forms as a means of formalising thanks for individual members of staff.

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This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation.

Note: information relating to this policy has been adapted from NASUWT's Health and Wellbeing Policy