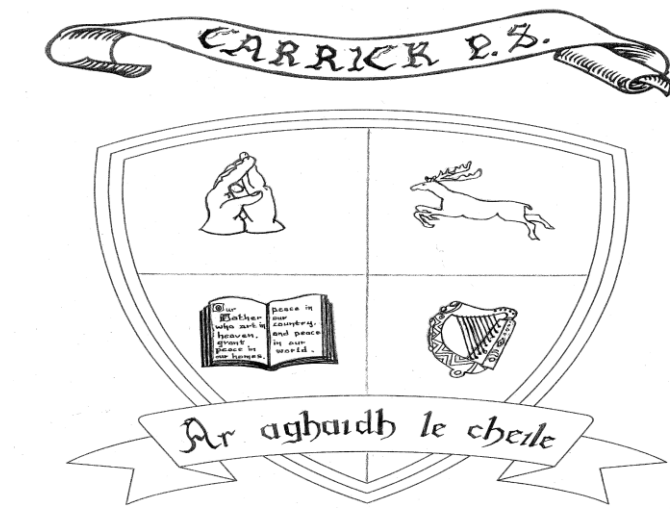


Carrick Primary School



Staff Health & Wellbeing Policy

December 2023

Carrick Primary School

Vision Statement

Forward Together: Ar aghaidh le chéile

Mission Statement

In Carrick Primary School we aim to provide a safe, caring and stimulating environment to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and encourage parents to assist us in laying the important foundations for future learning.

School aims

In our school we aim to:

- develop and strengthen each pupil's understanding and love of Catholic values by promoting the Catholic ethos throughout the school;
- create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
- implement all aspects of the Northern Ireland Curriculum;
- help our pupils to develop a positive attitude towards life and a love of learning;
- value, respect and nurture every child in our care;
- encourage pupils to respect themselves and others and to support and care for one another;
- equip our children with the necessary life skills to enable them to participate in a fast changing society;
- endorse the United Nations' Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention;
- involve the parents, Board of Governors and wider community in the life of the school and in the holistic development of the children in our care;
- endorse the Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention.

STAFF HEALTH & WELLBEING POLICY

Rationale

Carrick Primary School places a high priority on maintaining the well-being of all within the school community. We believe that the staff members are a highly valued resource and have compiled this policy to ensure that each staff member's wellbeing is nurtured, regularly monitored, and reviewed, thus promoting a happy, engaged workforce.

Introduction

Carrick Primary School as an employer, has a duty to ensure the health, safety and welfare of its employees, as far as is reasonably practical. It is also required to have in place measures to mitigate, as far as possible, factors that could potentially harm employees' physical and mental wellbeing. This duty extends only to those factors which are work-related and within the school's control.

Statement of Intent

Carrick Primary School's Governors and Leadership Team acknowledge the potential impact that work has on an individual's physical and mental health and will seek always to take steps to promote employee wellbeing as far as is reasonably practical. The Governors and the school's Leadership Team are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with dignity and care and can work to their optimum level.

The Governors and the Leadership Team recognise that work-related pressure can have a negative impact on employees' wellbeing. This can take many forms and needs to be carefully monitored and addressed at an organisational level.

The Staff Health & Wellbeing policy expands upon the school's Health & Safety policy, setting out how the school will promote the wellbeing of employees by:

- Creating a working environment through the provision of good management practices, effective Human Resources policies and staff development;
- Encouraging staff to take responsibility for their own work and effectiveness as a means of promoting their personal wellbeing and that of colleagues/others;
- Encouraging staff to participate in health promotion programmes and initiatives;
- Providing and raising awareness of effective health promotion programmes and initiatives to support staff's wellbeing;
- Increasing the Leadership Team members' and employees' awareness of the need to self-care;
- Developing a culture that is open and supportive of people experiencing other forms of emotional ill-health;
- Developing the competence of the Leadership Team and Governors to maximise the skills of staff effectively and fairly;
- Engaging with staff to create constructive and effective working partnerships at all levels across the school;
- Establishing working arrangements whereby staff feel they can maintain an appropriate work/life balance.

Responsibilities for Implementing the Staff Wellbeing Policy

The Governors, Principal and the school's Leadership Team will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the school;
- Promote good management practices and the establishment of a work ethos within the school which encourages all within the school community to maintain an acceptable and reasonable "work- life balance";
- Encourage effective communication and ensure that there are procedures in place for consulting and supporting employees on changes to management structures and working arrangements in the school;
- Encourage staff to be fully involved in the decisions of the school and to talk freely about any issues which impact on their ability to carry out their roles;
- Encourage initiatives and events that promote good health and wellbeing;
- Treat individuals reporting to them with consideration and dignity and promote a culture of mutual respect in all work-related activities. They will not permit unacceptable behaviour and will take decisive action when issues are brought to their attention;
- Attend training as appropriate to increase their awareness of the causes and potential impact of work-related stress;
- Encourage staff members to participate in events and initiatives undertaken by the school to promote wellbeing and more effective working;
- Act in the interests of all their colleagues, where performance by a member of staff may cause pressure for their colleagues.

Employees will:

- Treat colleagues and all other persons with whom they interact during their work with consideration, respect and dignity;
- Co-operate with the school's efforts to implement the Staff Health and Wellbeing policy, attend briefings and raise their own awareness of the potential impact of stress on health;
- Raise concerns with their line manager if they feel that there are work issues which are causing them concern and having a negative impact on their wellbeing;
- Take responsibility for their own health and wellbeing by adopting healthy lifestyles;
- Take responsibility for their own development skills, as one of the means of enabling them to work effectively and so reduce the risk of stress;
- Take responsibility for working in their assigned roles and helping to avoid causing stress to their colleagues.

The Principal will:

- Ensure there are arrangements in place to support individuals experiencing wellbeing difficulties, referring them to the school's Occupational Health advisers for support where appropriate;
- Monitor Sickness Absence Data and follow up appropriately in the interests of the staff member and the school's provision for the children;
- Seek the views of staff on the effectiveness of the school's wellbeing policies and procedures, using staff surveys and other appropriate tools including questionnaires;
- Ensure that the Staff Health and Wellbeing policy is kept under review and updated as appropriate;

- Ensure appropriate training is in place to support individuals;
- Organise in conjunction with the staff, appropriate events and initiatives to promote health and wellbeing;
- Liaise with the staff on the development and implementation of the Staff Health and Wellbeing policy;
- Monitor the implementation of the Staff Health and Wellbeing policy and the operation of associate arrangements, such as the staff counselling service;
- Review the policy every three years, using feedback from staff.

Arrangements for positive well-being are made through good management practices which include the following:

- Robust Recruitment and Selection procedures;
- Clear job descriptions and personnel specifications;
- Training programmes to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them;
- Promotion and reward procedures;
- Managing performance procedures;
- Capability and attendance management and return to work procedures to ensure that individuals are supported back into work following absence;
- Suitable adaptations for disability;
- Harassment and anti-bullying procedures;
- Procedures for communicating with staff on the work of the school and issues affecting their work;
- Flexible working arrangements and contact days with staff on maternity/other leave;
- Surveys of staff and regular contact with staff to better inform the school management regarding the area of work-life balance issues, which may have a negative effect on staff wellbeing.

Consultation

The school will consult with the staff and Board of Governors on the Staff Health and Wellbeing policy and the measures taken regarding implementation. Staff surveys and staff contacts and communication will be used for ongoing monitoring purposes and for gathering feedback.

Monitoring and Review

The Staff Health and Wellbeing policy will be reviewed every three years (or sooner if required), in consultation with the Staff and Governors.

Signed: **Mr G Murdock** (Chairperson of the Board of Governors)

Signed: **Dr A Cassidy** (Principal)

Date: December 2023

Review Date: December 2026

