



Stress Policy

BASED on BRADFORD METROPOLITAIN COUNCIL MODEL POLICY, Occupational Health and Safety Unit

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Agreed by Governors on; 04/12/2017

Signed by Chair of Governors: Sally Birkbeck

Sally Birkbeck

Statutory policy NO

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Safe Happy Learning

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Introduction

The Governing Body and the leadership of Delius School places a high value on providing a supportive working environment and on maintaining the health, safety and welfare of its employees at work. It recognises that their wellbeing is important to the school's performance and to the children whom we serve. Delius therefore, takes positive measures to encourage employees to be in the best health that they can be, both physically and mentally. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Primarily this policy is concerned with stress problems arising from the working environment, but we recognise that an employee's personal life may also lead to stress. Delius is committed to implementing a Stress Policy for all employees in order to enable individuals to cope successfully with the demands and pressures in their lives, whatever the cause of their stress, by providing appropriate support to employees.

For the purpose of this policy, health and wellbeing is taken to include the promotion of positive mental health of all staff, and the prevention and management of mental health problems such as stress, anxiety and depression.

Definition of stress

Stress is experienced when people cannot cope with the pressures and demands placed upon them. All work has its pressures and people vary in their capacity to cope with different types of pressure. Some levels of pressure, even when high, can be motivating and challenging. Pressures that can be responded to effectively are likely to lead to job satisfaction. However, pressures at a level where an individual cannot cope, or even too little pressure or challenge, are likely to result in stress.

Delius will deliver this policy through:

1. Improving the organisational environment through effective and sensitive management; developing working practices and procedures that reduce the factors which may lead to stress in the workplace and addressing the underlying causes of work-related stress.
2. Implementing the HSE Management Standards for Work-Related Stress which provide a yardstick against which to measure performance in tackling the causes of work-related stress. See <http://www.hse.gov.uk/stress/standards/index.htm>
3. Promoting the health, safety and wellbeing of all employees, including the use of risk assessments and health needs analysis to identify and reduce hazards impacting on the health of the workforce.
4. The use of employee consultation to monitor and identify areas of the school where interventions could prevent or reduce health problems.
5. Providing consistent, equitable and effective procedures to prevent and manage workplace health and well-being problems.
6. Providing opportunities for employees to maintain and promote their health and well-being.
7. The Governing Body undertakes to monitor levels of staff ill-health and absence on a regular basis, paying particular attention to well being.
8. The Governing Body accepts its duty to monitor and address levels of stress experienced by the headteacher

This policy should be seen as overarching other policies that are in place and can be considered as part of the council's positive approach to health and wellbeing.

These include:

- Equal opportunities policy
- Harassment policy
- Health and safety policy
- Family Friendly policies
- Work -Life balance

Principles

Delius will ensure that all employees' who experience health problems are treated fairly, sensitively, with respect and in accordance with the school's equal opportunities policy.

Delius will aim to promote a positive and preventative rather than punitive approach.

Delius will consult with Trade Union Representatives on all proposed action relating to the prevention of ill health, stress and mental health problems.

Open communication will be encouraged and promoted, whilst ensuring that employees' confidentiality is respected.

Delius will provide training for all managers and supervisory staff in good management practices.

Shared responsibility

- Progress can only be achieved through recognising that the promotion of positive health is a shared responsibility.
- Delius is a significant employer in the community and has a responsibility to ensure the continual development of a safe and healthy work environment and to create the conditions that enable staff to maintain and improve their health.
- Management in the school has a responsibility to ensure that the promotion of the health of staff becomes a key part of the organisation's culture and that this is reflected in day-to-day work practices.
- Staff have a responsibility for their own health, for developing an awareness of the factors that contribute to ill health and participating fully in the efforts to raise health standards.

Responsibilities

Senior Managers and the governing Body are expected to:

- Demonstrate their commitment and support to this policy by ensuring that the principles and approaches to managing health and wellbeing are implemented.
- Reflect the policy's principles and approaches within their own management practice.
 - Ensure that resources are available so that stress-reducing strategies can be implemented. This currently includes investment in all staff by
 - referring to a Well Being Life Coach for all staff and or counselling, as required

- the same conditions for support staff and teachers for leave of absence, time off work and secondments, etc, and written into the Leave of Absence Policy for staff
- Appraisal /Performance Management for all staff
- Extensive CPD for all staff
- Paid contractual hours for support staff in order to provide paid attendance at CPD and class team meetings
- Ensuring all overtime is paid
- Paying for Employee Health recommended therapy, counselling etc
- A Named Middle Leader who runs weekly and half termly Well Being events for all staff , e.g. weekly Fun Sing and sign session, games and activities, staff 'shows' and Random Acts of Kindness weeks
- Sharing in well being by being active in Engaging Families events
- Providing vaccinations for all staff for Flu and Hepatitis C
- Listening to staff ideas /suggestions box and 3 staff surveys a year
- Annual survey , based on Ofsted Staff survey (Spring)
- Annual Well Being survey (Autumn)
- Annual Survey by Governors (Summer)
- Agenda item on SLT /Governors meetings

Line managers are expected to:

- Reflect the policy's principles and approaches within their own management practice.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that staff are provided with clear and realistic objectives and that performance is managed effectively and fairly.
- Conduct and implement recommendations of risk assessments/health needs analysis within their areas and provide modification of work where it is known employees are stressed.
- Implement Stress Action Plans , when required
- Ensure that bullying and harassment is not tolerated within the workplace.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Follow the school's procedures and use appropriate support where necessary.

Employees are expected to:

- Support the school's Health and Wellbeing initiatives.
 - Raise issues of concern with their line manager, Safety Representative or Employee Health and Wellbeing Service (01274 434246) or school's Wellbeing and Life Coach.
 - To seek to safeguard their own health.

Support

In order to support this policy, the following Human Resources services are available to managers and employees.

- Employee Health and Wellbeing Service – to provide advice and guidance on health and wellbeing issues and what steps the school and/or employee can take. (01274 434246)
- The Human Resources Advisory Support provider – to give support and guidance to managers and employees in dealing with stress and in the use of the Council's related policies and procedures.
- Encourage all staff to be in Trade Unions and Professional Associations
- Bradford Council Occupational Safety – to provide support and guidance on the risk assessment process and what steps can be taken to minimise or eliminate risks. (01274 431007)

Other sources of useful information

HSE website : www.hse.gov.uk/stress : HSE Stress at Work website/ HSE Stress Management Standards

The site has a link to the Wellbeing Homepage under W, where the following downloads can be found : www.bradford.gov.uk/scsafety (user name/password available from council's switchboard: 01274 432111)

Bradford Council Stress Policy

Stress Risk Assessment Guidance/ Short Guidance/Form/School Example

Stress Management Action Plan Guidance/Form

BMDC Employee Advisory and Mediation Service

01274431141