



Employee Wellbeing – Statement of Intent

Adopted by the Trust Board of
Aspire Learning Trust
on 22nd March 2021

Policy reference:	A55
This policy is to be reviewed:	3 yearly
The next review date is:	March 2024
Review is the responsibility of:	FIHR Committee

Review History

Review ratified:	-----
Review ratified:	-----
Review ratified:	-----

Signed: -----
Chair of Trustees



Employee Wellbeing – Statement of Intent

This Employee Wellbeing Statement of Intent sets out the Trust's commitment to employee health. The Trust recognises its responsibility for the health, safety and welfare of its employees and understands that wellbeing and performance are linked. The Trust is committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with dignity and can work at their optimum level.

The Trust has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Trust will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

In addition to reducing safety risks, we will operate the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are reasonable and having policies and procedures in place to support employees experiencing mental ill health at work.

The Trust will strive to:

- Ensure policies are in place to support 'family friendly' employment, including consideration of flexible working arrangements, part-time working, etc. where this can be implemented without detriment to the operational requirements of the Trust/School/ College.
- Ensure clear procedures are in place that will minimise levels of stress caused to employees when following formal procedures such as the capability, disciplinary or sickness absence management procedures;
- Ensure that employees' roles and responsibilities are clearly defined.

The CEO/ Executive Headteacher/Principal will seek to:

- Create reasonable opportunities for employees to discuss concerns;
- Pay attention to any indication of changes in performance or behaviour in employees and promote sympathetic alertness to employees who show signs of being under stress;
- Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems;
- Ensure that contact is maintained with employees while absent and that a return-to-work policy is established in the workplace that is supportive of employees;
- Carry out a well-being risk assessment, where necessary, and especially when concerns have been raised, as soon as possible;
- Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate;
- Ensure that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- Make sure jobs are designed fairly and that work is allocated appropriately between teams; and

- Demonstrate commitment, via systems and practices in place in the Trust/School/College to employees maintaining a good work/life balance, and ensure that such practices are communicated to all employees;
- Manage pressures which may affect employees, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

Line managers should endeavour to take steps to reduce the risks to employee health and wellbeing by:

- Creating reasonable opportunities for employees to discuss concerns;
- Paying attention to any indication of changes in performance or behaviour in employees and promote sympathetic alertness to employees who show signs of being under stress;
- Following agreed procedures when there are concerns or absence due to work-related stress and other mental health problems;
- Carrying out a well-being risk assessment, where necessary, and especially when concerns have been raised, as soon as possible;
- Seeking agreement from the employee for a referral to Occupational Health if this is required and/or appropriate in the circumstances;
- Keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- Ensuring that employees know who to approach with problems concerning their role and how to pursue issues with the senior leadership team;
- Ensuring that workstations are regularly assessed to ensure that they are appropriate and fit for purpose, in line with the requirements of the schools' health and safety policies.

Employees should also take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers or the occupational health service is treated in confidence.

Employees should:

- Seek support or help when they think they are experiencing a problem at the earliest opportunity to ensure effective strategies can be implemented;
- Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace;
- Ensure awareness of the Trust/School/College's policies and procedures relevant to employee wellbeing;
- Assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or colleagues;
- Treat colleagues and all other persons whom they interact with during the course of their work with consideration, respect and dignity.

Appendix 1

The Trust has the following support in place for staff:

Sir Harry Smith Community College

- A 'Buddy System' is in place for all staff. This ensures that staff remain in contact with one another during remote/lone working.
- During remote/lone working or long-term absences staff receive phone calls from their Line Manager and/or 'Buddy' to keep in touch and offer support if required.
- The Senior Leadership Team encourage regular breaks and have an open channel to speak to them.
- Staff have access to an Occupational Health Referral as well as 6 sessions of telephone counselling through our HR provider, EPM.
- Employee Assistance Programme (EAP) through Health Assured which includes confidential face to face counselling, telephone counselling, legal advice and access to health incentives to employees and their immediate family.

New Road Primary and Park Lane Primary

- The Senior Leadership Team encourage regular breaks and have an open channel to speak to them.
- Staff have access to an Occupational Health Referral as well as 6 sessions of telephone counselling through our HR provider, EPM.
- Flexible working is actively supported by the Executive Principal.
- 2 members of staff have been trained as 'Mental Health Champions' and regularly review the working environment. They also offer support to colleagues and work with the Executive Head to reduce mental health worries.
- Employee Assistance Programme (EAP) through Health Assured which includes confidential face to face counselling, telephone counselling, legal advice and access to health incentives to employees and their immediate family.

Core Trust Staff

- A 'Buddy System' is in place. This ensures that staff remain in contact with one another during remote/lone working.
- During remote/lone working or long-term absences staff receive phone calls from their Line Manager to keep in touch and offer support if required.
- Line Manager's meet with the members of their team regularly and open channels of communication are established.
- Staff have access to an Occupational Health Referral as well as 6 sessions of telephone counselling through our HR provider, EPM.
- Employee Assistance Programme (EAP) through Health Assured which includes confidential face to face counselling, telephone counselling, legal advice and access to health incentives to employees and their immediate family.