

St. Anthony's Primary School
Health and Well-Being Policy for
Staff and Pupils



Created: December 2023

Amended: December 2027

Signed: _____

(Chair person Board of Governors)

Date: _____

Staff Health and Well-Being Policy 2023

Title	Staff Health and Wellbeing Policy
Summary	Guidance for members of staff regarding: Health and Wellbeing ethos and procedures in St. Anthony's P.S
Purpose	To embed the concept that the 'Wellbeing' of all staff (teaching and non-teaching) and pupils should be at the heart of policy and practice.
Operational Date	December 2023
Next Review Date	January 2027
Version Number	1
Supersedes previous	N/A
Author	Senior Teacher for Pastoral Care (Helen Hamill)
Frequency of Review by Author	Every four years
Reviewed and Approved by Board of Governors	Every four years

In St. Anthony's Primary School our aim is.....

- ☉ To provide a warm, welcoming, friendly, nurturing and structured school environment that supports staff and children's emotional wellbeing and mental health.
- ☉ To recognise the impact of ACES and attachment on children's learning and develop inclusive ways to enable every child to meet their potential.
- ☉ To develop trauma informed practise to support pupil and staff mental health.
- ☉ To provide means for all school staff to regularly update their skills and knowledge on attachment, trauma, emotional wellbeing and mental health through in-house training and support.

WHOLE SCHOOL

St. Anthony's Primary School recognises that, in order to ensure a thriving and dynamic learning community, the wellbeing of both pupils and staff should be at the heart of policy and practice.

1. Health and Wellbeing of Staff

The wellbeing of pupils depends centrally on the wellbeing of staff and therefore the school seeks to ensure that consideration of staff wellbeing is embedded in all areas of school life.

Members of staff are entitled to be always treated fairly and professionally. The Board of Governors takes very seriously its duty of care as an employer to all members of staff and several policies and procedures have been made in relation to this duty. These include:

- ☉ Health and Safety Policy
- ☉ Equal Opportunities Policy

Other policies and procedures contribute to staff wellbeing by providing certainty, fairness, and consistency in the treatment of staff in different contexts, including:

- ❖ Salary Policy
- ❖ Attendance Procedure
- ❖ Disciplinary Procedure
- ❖ Grievance Procedure
- ❖ Code of Conduct for Staff
- ❖ Menopause Policy

All Policies are published on the school website. The Staff Handbook provides easy reference to a wide range of information needed at different times by employees. All roles and responsibilities in the School are clearly defined in the management structure and in job descriptions.

The Board of Governors is responsible for ensuring a safe working environment. Appropriate risk assessments should be carried out and resulting recommendations

actioned. Risk Assessments will be completed and reviewed periodically by the Senior Management Team.

The Principal (supported by other members of SMT) is responsible for ensuring that school organisation takes due account of the need to promote staff wellbeing, for example:

- making provision for strong channels of communication with staff.
- considering and implementing changes in the organisation of work to try to forestall or solve difficulties that may arise.
- making individual interventions such as short-term rehabilitation and return to work plans and longer-term reasonable adjustments to work.

The Principal, Vice-Principal, Finance and Human Resources Administrator and other members of SLT encourage an atmosphere in which members of staff (teaching and Non-Teaching) feel comfortable in asking for help when it is needed. They seek to be sensitive to and to recognise early any factors in an employee's life that might precipitate stress-related issues. They act in a timely, supportive, and proportionate manner when concerns arise. Staff are also not required to sign in or out.

Inspire Workplaces is a mental health charity which operates a free service to help members of staff be resilient as they tackle the demands of work and life. They can offer staff a professional support service as they understand the pressures and stresses that can impact on staff both inside and outside the workplace. Worries about relationships, money, legal issues, family etc. For free, confidential, and immediate support call 0808 800 0002. Posters/Flyers are available from the Finance and Human Resources Administrator and from the Vice Principal. Further information is available from their website:

<https://www.inspirewellbeing.org/workplaces>.

A Staff Wellbeing Committee, chaired by the Senior Teacher for Pastoral Care, including members from all areas of school life, provides a formal mechanism for promoting staff wellbeing.

Appendix 1 outlines some of its work.

2. Health and Wellbeing of Pupils

St. Anthony's takes a holistic view of child development and recognises that emotional wellbeing and mental health cannot be separated from physical health and the context of the child's environment, family and unique personality.

At St. Anthony's children will be:

- ☉ **Achieving:** Being supported and guided in their learning and development of their skills, confidence and self-esteem at school.
- ☉ **Active:** Being provided with play, recreational and sporting opportunities, which contribute to healthy growth and development.
- ☉ **Healthy:** Supporting children to have optimal physical and mental health, making appropriate referrals to health professionals and supporting pupils to learn and

understand more about health and wellbeing at developmentally appropriate levels, to make positive choices about health.

☉ **Included:** As an inclusive school to support all children in overcoming social, educational, physical, racial and economic inequalities to be fully and actively engaged in the school community.

☉ **Nurtured:** To provide a nurturing environment, recognising the importance of attachment figures in children's lives. The nurturing ethos is held within firm boundaries for security, safety and to model appropriate boundaries to children as an important life need.

☉ **Respected:** To feel that they as people and their views along with their parent/carers are heard and respected in decisions that involve them.

☉ **Responsible:** Having the opportunity to develop and play active responsible roles in the school and develop life skills.

☉ **Safe:** Being protected from abuse, neglect or harm in school, home and the community

St. Anthony's Primary School recognises the link between physical and mental health and the ability to engage successfully in learning.

The school recognises the importance of promoting health and wellbeing through both curricular and extra-curricular activities. Through the curriculum and extra-curricular activities, pupils should develop the knowledge, understanding, skills, capabilities, and attributes necessary for mental, emotional, social and physical wellbeing now and in the future.

Although all areas of health and wellbeing are firmly interlinked with one another, the main strands are seen as:

- ☉ Mental, emotional and social wellbeing (including use of electronic media) – See **Appendix 3**;
- ☉ Resilience.
- ☉ Developing a 'Mind to be kind'
- ☉ Physical education, physical activity, and sport.
- ☉ Food and health.
- ☉ Avoidance of substance misuse (over the counter and prescribed medicines, alcohol, drugs, tobacco and solvents).

Appendix 2 outlines the provision which the school makes in each area through curriculum subjects, extra-curricular activities, and Assemblies.

Where school staff address an aspect of health and wellbeing, the school will ensure that they are properly equipped and trained to do so.

Some aspects of health and wellbeing will be addressed by outside organisations with specialisms e.g., Barnardo's Counselling Service and Reach Mentoring.

Where this is the case, the school will ensure that the material covered is appropriate by meeting the organisation in advance and discussing and/or viewing the presentation material.

The school also has a Student Council which provides a forum for pupils to highlight areas of concern and to develop initiatives for promoting pupil wellbeing.

Appendix 1

The Staff Wellbeing Committee

The Staff Wellbeing Committee is the main consultative body on staff wellbeing issues. It is chaired by the Senior Teacher for Pastoral Care and includes representatives of teaching and Non-Teaching staff. It meets twice per term and is informed by wider consultation with staff. The Staff Wellbeing Committee seeks to provide a forum for raising concerns regarding matters which may be having a negative effect of staff wellbeing and feeds back to SLT, as well as taking a lead on organising initiatives to promote the physical and mental wellbeing of staff. These include:

- ⊗ Ensuring a calendar for the school year which is conducive to good health through consultation with staff regarding the organisation of holidays.
- ⊗ Ensuring there is a staff wellbeing component to at least one staff day per year.
- ⊗ Minimising the number of evenings where staff are required to come into school.
- ⊗ Organising Health checks for staff.
- ⊗ Organising Influenza vaccinations for all staff.
- ⊗ Promoting and organising Staff challenges during Wellbeing week.
- ⊗ In conjunction with the Staffroom Committee and Principal, organising treats for all staff throughout the year.
- ⊗ Sourcing outside catering for August Staff Days.
- ⊗ Annual Staff Wellbeing questionnaire.
- ⊗ Staff counselling services provided by Inspire Workplaces.
- ⊗ Cycle to work scheme.
- ⊗ Enhancement of school facilities, including renovation of staff toilets.

Appendix 2

Wellbeing provision for pupils through the curriculum or extra-curricular activities

- ⊗ Increase in counselling provision via Barnardo's and Reach Mentoring
- ⊗ Positive Behaviour Policy.
- ⊗ Extensive list of extra-curricular activities.
- ⊗ Student Council
- ⊗ Merit system within classes.
- ⊗ Organisation of a themed Wellbeing week with appropriate activities.
- ⊗ External speakers at Assemblies/workshops
- ⊗ Pupil questionnaires i.e., 'Equality, Diversity and Inclusion', 'Pupil Wellbeing', 'Return to school' etc.
- ⊗ Enhancement of school site i.e. Sensory rooms, Sunshine Room
- ⊗ Effective Lines of Communication for Pastoral, Academic, SEN, Child Protection and Safeguarding issues.
- ⊗ Safe spaces and Trauma boxes within classes.
- ⊗ School Health and Wellbeing Assistant;
- ⊗ SVP Christmas Hampers.
- ⊗ Pupil achievement recognised at End of year Prize Giving ceremonies.

Appendix 3

The Mental Health of pupils

St. Anthony's Primary School seeks to promote positive mental health for every pupil across the school. The school pursues this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable pupils. In addition to promoting positive mental health, the school aims to recognise and respond to mental ill health and in developing and implementing practical, relevant and effective mental health policies and procedures. The school seeks to promote a safe and stable environment for pupils and staff who are affected both directly and indirectly by mental ill health.

Related Policies:

- ☉ Medical Policy
- ☉ Learning Support Policy
- ☉ Pastoral Care Policy
- ☉ Safeguarding and Child Protection Policy
- ☉ Positive Behaviour Policy
- ☉ Equality, Inclusion and Diversity Policy
- ☉ Anti-Bullying Policy
- ☉ ICT Acceptable Use Policy
- ☉ Mobile Phone and Electronic Devices Policy
- ☉ PATHS

Any member of staff who is concerned about the mental health or wellbeing of a pupil should speak to the Vice-principal who is responsible for Pastoral care. This concern should also be documented onto CPOMS.

If there is a fear that the pupil or a member of staff is in danger of immediate harm, then the normal procedures outlined in the Safeguarding and Child Protection Policy should be followed.

Safeguarding and Child Protection Team

Designated Teacher: **Mrs H. Hamill**

Deputy Designated Teachers: **Mrs E. Girvan.**

Deputy Designated Teacher in charge of Nursery: **Mrs G. Vassallo** (Head of Nursery)

Child Protection Officers: **Mrs M. Lavery and Mrs L. Frater**