

# Bryniau Clwyd Federation

## (Ysgol yr Esgob & Ysgol Licswm)



# Policy for Staff Health & Wellbeing

<b>School</b>	Bryniau Clwyd Federation
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## Staff Health and Wellbeing Policy

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## Staff Health and Wellbeing Policy

### 1. Introduction

- 1.1 As the employer of staff in The Bryniau Clwyd Federation, the Governing Body recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Headteacher in The Bryniau Clwyd Federation. Throughout this document, reference is made to the responsibilities held by the Headteacher for operational purposes. Ultimate responsibility rests with the Governing Body.
- 1.2 The Governing Body of The Bryniau Clwyd Federation are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. Taking action to prevent ill health and promote good health makes both educational and business sense, in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise student progress, and to hopefully reduce or eliminate mental health related sickness absence which incurs financial costs.
- 1.3 Members of the teaching and non-teaching staff are entitled to be treated and spoken to fairly, professionally and with respect at all times. The Governing Body of The Bryniau Clwyd Federation takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Staff Sickness Absence Management Policy.
- Health and Safety Policy.
- Equality Policy.
- Anti-Bullying Policy/Procedure.
- Grievance Procedure, Staff.
- Whistleblowing Procedure.
- Dignity at Work Policy
- Bereavement Policy
- Staff Handbook

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

- Pay Policy.
- Performance Management Policies for Teaching and Support Staff.
- Acceptable Use Policy and Social Media
- Positive Pupil Behaviour and Discipline Policy.
- Safeguarding Children.
- Substance Misuse Policy.

All policies are published on the Bryniau Clwyd Federation website.

## **2. Who This Policy Applies To**

2.1 This policy will apply to all employees working in The Bryniau Clwyd Federation irrespective of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnerships;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

## **3. Aims**

3.1 This policy aims to:

3.1.1 Maintain a culture which enables all staff to work in an environment in which their wellbeing is supported and which enables staff to carry out their duties effectively.

3.1.2 Recognise the key role of the Headteacher for their responsibilities by enabling access to guidance, training and support.

3.1.3 Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing in a culture of open communication where staff feel comfortable discussing concerns with Headteacher, a colleague, named Governors or HR without fear or repercussions.

3.1.4 Comply with all statutory requirements.

3.1.5 Develop and maintain a positive health and safety culture through regular communication and consultation with staff on health and safety matters.

3.1.6 Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.

3.1.7 Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.

3.1.8 Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible. (use of Individual Stress Risk-Assessment Form, Appendix Two)

#### **4. Legislation**

4.1 Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974.
- The Equality Act 2010.
- Working Time Regulations.
- Employment Rights Act 1996.
- Employment Relations Act 1999.
- Carers Leave Act 2024

#### **5. Responsibilities**

5.1 **The Local Authority HR Function shall:**

5.1.1 Provide the necessary professional advice, support and training where available to the Governing Body and all School staff as and when required.

5.1.2 Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.

5.1.3 Assist in the formulation of return-to-work programmes and provide advice on the implementation of statutory requirements.

5.2 **The Governing Body shall:**

5.2.1 Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for staff with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation and return-to-work plans and longer-term reasonable adjustments.

5.2.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.

5.2.3 Act in a timely manner and provide consistent support.

5.2.4 Enlist the support of Local Authority's HR function and Occupational Health, when appropriate, and ensure staff are able to access this support. (Via Vivup, OPAS-G2)

5.2.5 Ensure that staff roles and responsibilities are clearly defined.

5.2.6 Attend any training provided on health and wellbeing in schools.

- 5.2.7 Ensure that all of The Bryniau Clwyd Federation policies are assessed for workload impact.
- 5.2.8 Consider the equality implications of any policies introduced and monitor on a regular basis.
- 5.2.9 Develop a health and wellbeing strategy, in consultation with the staff.
- 5.2.10 Ensure this policy is monitored, evaluated and reviewed on an annual basis, in the light of changing needs and legislative frameworks.

**5.3 The Headteacher shall, in line with Gwe document, 'Professional Standards for Teaching and Learning':**

- 5.3.1 Recognise the value of good management practice with systems in place to effectively manage staff and encourage a partnership approach with staff, the Bryniau Clwyd Federation Health and Safety committee and the staff health and wellbeing governor.
- 5.3.2 Foster a supportive work environment, operating in a fair, respectful and consistent manner.
- 5.3.3 Promote a healthy workplace and practices that ensure that members of staff are able to develop a healthy mind.
- 5.3.4 Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.
- 5.3.5 Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women, during the menopause, those with caring responsibilities and during times of bereavement.
- 5.3.6 Follow agreed procedures when there are concerns or absence due to work related stress and other mental-health problems.
- 5.3.7 Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.
- 5.3.8 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.3.9 Ensure that all staff have access to any training sessions on health and wellbeing in schools as and when provided by the Local Authority, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.

5.3.10 Carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate.

5.3.11 Demonstrate commitment, via systems and practices in place in The Bryniau Clwyd Federation to employees maintaining a good work-life balance and ensure that such practices are communicated to all staff.

5.3.12 Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

5.3.13 In consultation with the staff, conduct a regular survey of staff, including a section on health and wellbeing, then share and act upon results.

#### **5.4 Staff should:**

5.4.1 Seek support or help when they think they are experiencing a problem, if possible, to the Headteacher, a colleague or a named Governor, whichever is the more appropriate. Staff Health & Wellbeing Governor Links are Abby Pugh and Kate Lloyd-Jones for Ysgol Licswm and Ysgol yr Esgob respectively, but staff may contact either Governor if they so wish.

5.4.2 Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.

5.4.3 Consider wellbeing support mechanisms offered by The Bryniau Clwyd Federation or Local Authority HR department, e.g. counselling.

5.4.4 Consider attending any training provided on health and wellbeing issues where they feel that this is appropriate.

5.4.5 Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

### **6. Support Mechanisms**

#### **6.1 Counselling**

6.1.1 Counselling can be provided where appropriate through the Local Authority's provider. This will be a confidential, independent service using professionally qualified counsellors.

6.1.2 Staff can access the Counselling Service by contacting the Headteacher or named Staff Health and Wellbeing Governor.

#### **6.2 Mediation**

6.2.1 In addition to the Counselling Service there is also a mediation service in order to assist employees to return to normal working relationships. Where

this service is appropriate it will be discussed with the employees affected by the situation.

### **6.3 Teacher Support Network**

6.3.1 The Teacher Support Network is a group of independent charities and a social enterprise that provides practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. The Teacher Support Network provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition and how to manage stress. To access the free support line, staff can call 08000 562 561, or for more information go to <http://teachersupport.info/>

### **6.4 Occupational Health**

6.4.1 The School has access to the Local Authority Occupational Health provider. This will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work. The information given is entirely confidential and will not be shared with the Governing Body or members of staff within The Bryniau Clwyd Federation.  
Referral through Vivup, OPAS-G2.

## Appendix 1

### Useful Websites

Acas [www.acas.org.uk](http://www.acas.org.uk)

Information on stress, and employer and employee rights, in the workplace

Alcoholics Anonymous [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Fellowship of people who share their experience, strength, and hope with each other to recover from alcoholism.

Carers UK [www.carersuk.org](http://www.carersuk.org)

The voice of carers

CBI [www.cbi.org.uk](http://www.cbi.org.uk)

Guidance to businesses on managing stress at work.

Department of Health [www.gov.uk/government/organisation/department-of-health](http://www.gov.uk/government/organisation/department-of-health)

Information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT)

Dignity at Work Partnership [www.dignityatwork.org](http://www.dignityatwork.org)

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

The commission is working to eliminate discrimination, reduce inequality, protect human rights and build good relations, ensuring that everyone has a fair chance to participate in society.

Gingerbread [www.gingerbread.org.uk](http://www.gingerbread.org.uk)

Gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales.

HSE <http://www.hse.gov.uk/stress/standards/>

Information on stress management standards

Local Government Employers [www.local.gov.uk](http://www.local.gov.uk)

Guidance for all councils on stress prevention and management

Mindful Employer [www.mindfulemployer.net](http://www.mindfulemployer.net)

Information and guidance on managing stress and mental health in the workplace.

Mind [www.mind.org.uk](http://www.mind.org.uk)

NASUWT [www.nasuwt.org.uk](http://www.nasuwt.org.uk)

Information on a whole range of issues related to stress and wellbeing.

NAHT [www.naht.org.uk](http://www.naht.org.uk)

NEU [www.neu.org.uk](http://www.neu.org.uk)

NHS 111 Wales <http://www.nhs.uk/111wales>

National Health Service advice and guidance on health matters

Princess Royal Trust for Carers <http://www.carers.org>

Here to improve carers' lives by fighting for equality and recognition for carers.

Relate <http://www.relate.org.uk>

UK's largest provider of relationship counselling and sex therapy.

Samaritans <http://www.samaritans.org>

Offers confidential, non-judgemental support to individuals.

Teacher Support Network

<http://teachersupport.info>

Work Life Balance Centre <http://www.worklifebalancecentre.org>

Exists to help people restore control over their workload and working lives, we enable them to cut down on overworking and so make new decisions about how they spend their time.

World Health Organisation

[http://www.who.int/occupational\\_health/publications/en/oehstress.pdf](http://www.who.int/occupational_health/publications/en/oehstress.pdf) Publication on work organisation and stress

UNISON [www.unison.org.uk](http://www.unison.org.uk)

## Appendix 2

### Individual Stress Risk-Assessment: Part 1

#### Notes to staff:

This document is intended to be used by **all staff** working within the Bryniau Clwyd Federation, both teaching and non-teaching.

- You are **invited\*** to use this form to help you deal with work-related stress: if you choose to use this form, you are not obliged to share its contents with anybody – however, it would help in managing work related stress if you shared this form (or parts of it) with the Headteacher, Senior Leader, or the Governor for Staff Health and Wellbeing, if they don't know there is a problem they can't help.
- You don't have to answer every question – only answer those questions that you find **helpful**.
- If you don't feel able to talk directly to someone in a senior role about a work related concern, **ask** a colleague or other representative to raise the issue on your behalf.
- Please use this document to regularly 'check in' with yourself

\*even if you choose to fill out this form, you are not **obliged** to show it to anybody – it's your choice!

#### Notes to managers:

You should **offer\*** your staff the opportunity to complete a stress risk assessment:

- ✓ When a member of staff has been off sick with work-related stress (as part of the **return to work** interview)
  - ✓ Where you believe that an individual or team are likely to be suffering from **work-related** stress
  - ✓ Annually, for example during the performance management process
  - ✓ To plan for major **change**
- You can give out this questionnaire as a **survey** and collate responses, or use it as a guide during a **meeting** with an individual or a team - use your judgement about what approach might work best for you and your staff
  - When you and your staff have completed stress risk assessments, develop **Action plan/s** using part 2 of this form to address any areas of concern and review this on a regular basis

\*please note: staff are not obliged to complete a stress risk assessment; it should always be their **choice**.

**Name:**

**Date:**

**Demands:** this includes issues such as workload, work patterns and the work environment

Do you feel that you have just the right amount of work to do? Could you say what work, you have too much/too little of?

Do you take the breaks you are entitled to?

What training, if any, would help you do your job?

Are there any problems with your work environment? If 'yes' please describe.

**Control:** how much say have you in the way you do your work

How could you have more say about how your job is done?

How could you be more included in decision-making in the team?

How could you be supported to use your skills to greater effect in school?

**Support:** this includes the encouragement and resources provided by the Local Authority, managers and Governing Body

How could you be better supported to do your job?

How could your colleagues better support you to do your job?

Are there any parts of your job you find especially difficult? If 'yes' please describe.

**Do you feel you have a healthy work-life balance? If not how could it be better?**

**Relationships:** promoting positive working to avoid conflict and dealing with unacceptable behaviour.

**How could communication within the team be improved?**

**If you feel that you are experiencing bullying or harassment at work what parts of the 'Dignity at work Policy' could help?**

**Are you comfortable with the relationship you have with colleagues and managers? If not, please explain**

**Role:** ensuring that your role is clear and that you do not have conflicting roles

**Are you clear about your roles and responsibilities in school? If not, please explain**

**Do you feel that there is any ambiguity/role conflict in your job? If 'yes' please describe**

**Change: how organisational change is managed and communicated**

**How could your line manager better support you during change at school?**

**How could the school/ governing body better support you during change at work?**

**Thank you!**

Now you are invited to share this form (or parts of it) with your manager.  
This will help to develop an action plan with you individually or the whole staff  
to address any areas of concern.

**Individual Stress Risk-Assessment: Part 2**

**Action Plan** for Individual/Team:

Manager:

Date completed:

Review Date:

Type of stressor	Work place measures already in place	Further action to be taken	Who will ensure the action is done	Target Date
<b>Demands</b>				
<b>Control</b>				
<b>Support</b>				
<b>Relationships</b>				
<b>Role</b>				
<b>Change</b>				