Promoting Positive Mental Health & Wellbeing Policy

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1. Policy statement

1.1 The Three Saints Academy Trust has developed an employee wellbeing policy to manage its obligations to promote positive mental health and wellbeing of all staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

1.2 The aim of this policy is to describe the Trust's commitment to promoting positive mental health and wellbeing of employees in its broadest, holistic sense, setting out how the we fulfil our legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved performance.

1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may vary any of the provision detailed within this policy without consultation. It has been formally adopted by the Trust Directors.

2. Who is covered by the policy?

2.1 The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

3. Responsibilities

3.1 *Trust*

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.

3.2 The Trust will give regard to ACAS, Government & Health & Safety Executive guidance on this topic

3.3 In addition to reducing safety risks, this means operating in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

3.4 The Trust will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support.

3.5 *Line managers*

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must familiarise themselves with the Health and Safety Executive's stress management standards and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves

with the Trust's policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues. Managers should also familiarise themselves with and the ACAS publication on Promoting Positive Mental Health in the Workplace.

3.6 In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- Have an understanding of mental health and potential causes of this
- Make a commitment to improve mental health at work
- Champion awareness of mental health and fight any stigma attached to this
- Identify ways to improve workplace well being
- Tackle the causes of mental ill health
- Ensure staff have resources and support

Examples of how this can be achieved are as follows:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- 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 senior management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- ensuring that work stations and working environments are regularly assessed to ensure that they are appropriate and fit for purpose.
- ensuring staff have resources and support if they are suffering from mental ill health
- work with trade unions / employee representative groups on ways to promote positive mental health
- educate the workforce about mental health

3.7 *Human resources support*

The Trust will engage with their HR support to develop trust -wide policies and procedures, to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

The Trust operates practices and policies that ensure staff are able to achieve a satisfactory balance between their work and other commitments, and adhere to the working limits set out in the Working Time Regulations 1998.

3.8 *Occupational health*

The Trust has engaged occupational health professionals who will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from the schools, liaising with GPs and working with individuals to help them to retain employment.

3.9 Occupational health professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences related to mental ill health, and work with GPs and line managers on designing jobs and working environments to ensure that rehabilitation is successful. Advice will also be taken from our occupational health professionals regarding design and implementation of any suitable health promotion and

lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

3.10 *Employees*

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the school 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, the HR department or the occupational health service is treated in confidence. However, it needs to be recognised that, in supporting employees, some degree of information sharing is likely to be necessary. As part of the application of this policy, the School may collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of the **Data Protection Legislation** (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our Staff Privacy Notice, our Retention and Destruction Policy and in line with the requirements of Data Protection Legislation.

5. Training and communications

5.1 Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

5.2 Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and trust-wide methods. The Trust will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

5.3 The Trust will consider special communication media during periods of school & trust change.

6. Occupational health support

6.1 Line managers can contact the organisation's occupational health service via the Head teacher. Employees can also speak to their line managers if they would like to be considered for support from occupational health. A comprehensive occupational health service is available.

6.2 If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

6.3 A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with their manager. Discussions between employees and the occupational health professionals are confidential, although the occupational health team will provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the Trust.

6.4 Other measures available to support employees in maintaining health and wellbeing include:

- procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- special leave arrangements;
- support for workers with disabilities; and
- the trust grievance policy.
- Confidential access to Education Support Partnership, this is our employee assistance scheme and includes confidential counselling, support and guidance
- Trust Menopause Policy

7. Relationship with other policies

7.1 This promoting positive mental health & wellbeing policy should be read in conjunction with other policies and procedures covering attendance and health.