THE BIRMINGHAM FEDERATION OF MAINTAINED NURSERY SCHOOLS

Allens Croft Nursery School   *Kings Norton Nursery School*   *Lillian De Lissa Nursery School*   *Adderley Nursery School*

Jakeman Nursery School   *Selly Oak Nursery School*   *St Thomas Centre Nursery School*   *Gracelands Nursery School*

Shenley Fields Nursery School   *Weoley Castle Nursery School*   *Newtown Nursery School*   *Highfield Nursery School*

Health & Well-Being Policy

The Birmingham Federation of Maintained Nursery Schools follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent Strategy.

1. Introduction

1.1   As the employer of staff in the Birmingham Federation of Maintained nursery Schools the Governing Body recognises the statutory responsibilities related to employment. Day-to-day management of staff is delegated to the Executive Head Teachers and line managers in our schools. Throughout this document, reference is made to the responsibilities held by the Executive Head Teacher for operational purposes. Ultimate responsibility rests with the Governing Body.

1.2   All schools and the Governing Body of the Birmingham Federation of Maintained Nursery Schools 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 good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise student progress.

1.3   Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Governing Body of the Birmingham Federation of Maintained Nursery Schools 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.

The governing body has adopted all the LA Birmingham model policies and procedures including:

- Attendance and Absence Management Procedures;

- Stress Management Procedures;

- Health and Safety Policy;

- Equality of Opportunity Policy;

- Anti-Bullying Policy/Procedure;

- Harassment Procedure;

- Grievance Procedure;

- Whistleblowing Procedure.

1.4   The Governing Body recognises the importance of workplace unions in promoting and maintaining a positive health and wellbeing environment.

2. Who This Policy Applies To

2.1   This policy will apply to all employees working in the Birmingham Federation of Maintained Nursery Schools.

3. Aims

3.1   This policy aims to:

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

3.1.2   Recognise the key role of the Executive Head Teacher and Senior Leaders 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.

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 and their trade union representatives 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.

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.

5. Responsibilities

5.1   **Human Resources (HR) Function shall:**

5.1.1   Provide the necessary professional advice, support and training 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 early and provide consistent support.

5.2.4   Enlist the support of HR and Occupational Health, when appropriate, and ensure staff are able to access this support.

5.2.5   Ensure that staff roles and responsibilities are clearly defined.

5.2.6   Attend regular training on health and wellbeing in schools.

5.2.7   Ensure that all of school(s) policies are assessed for workload impact.

5.2.8   Take into account the equality implications of any policies introduced and monitor on a regular basis.

5.2.9   Develop a wellbeing strategy, in consultation with the workplace unions, to include a provision of benefits offered to staff.

5.2.10 Provide opportunities for staff to participate in free annual health checks, should they so desire.

5.2.11 Ensure the policy is monitored, evaluated and reviewed with the recognised workplace unions on an annual basis, in the light of changing needs and legislative frameworks.

5.3   The Executive Head Teacher shall:

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, workplace unions and the school(s) health and safety committee.

5.3.2   Foster a supportive work environment, operating in a fair 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, older women during the menopause, and those with caring responsibilities.

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 regular training sessions on health and wellbeing in schools, 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 school(s) 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 workplace unions, conduct an annual survey of staff, including a section on health and wellbeing, and share and act upon results.

5.4   Senior Leaders/Line Managers shall:

5.4.1   Foster a supportive work environment, operating in a fair and consistent manner.

5.4.2   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.

5.4.3   Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.

5.4.4   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.

5.4.5   Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

5.4.6   Attend regular training on health and wellbeing in schools.

5.4.7   Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

5.4.8   Demonstrate commitment to staff by encouraging a good work/life balance.

5.5   Staff should:

5.5.1   Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager or named individual.

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

5.5.3   Consider wellbeing support mechanisms offered by school(s); e.g. counselling.

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

5.5.5   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 LA Employee Assist programme. his will be a confidential, independent service using professionally qualified counsellors.

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(s) has access to Occupational Health providers. 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.

Appendix 1

Useful Websites

Acas www.acas.org.uk

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

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

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

Carers UK www.carersuk.org

The voice of carers

CBI www.cbi.org.uk

Guidance to businesses on managing stress at work

Department of Health 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

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission www.equalityhumanrights.com

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

Gingerbread 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 the stress management standards

Local Government Employers www.local.gov.uk

Guidance for all councils on stress prevention and management

Mindful Employer www.mindfulemployer.net

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

NHS 111 http://www.nhs.uk/111

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 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
Publication on work organisation and stress

Appendix 2

COVID 19 support

All schools within our federation are committed to supporting the mental health and wellbeing of all of our staff. This has never been more important than in the current climate. The COVID-19 pandemic has naturally led to most people feeling increased levels of stress and anxiety, and with schools continuing to support vulnerable children and those of key workers, it is inevitable that some staff will be finding these feelings particularly difficult to cope with. More staff have also been working from home and this too can create its own challenges for individuals. As we prepare for the full opening of schools there are key documents with strategies to continue to support our health and well-being.

Please remember that we also have our **Employee Assistance Programme** which offers *free, confidential* support for all staff members.

 Guidance Documents:
Links to signpost you to support, advice and strategies on-line.

- [Government guidance](#) Guidance for the public on mental health and wellbeing aspects of coronavirus (published 29 March 2020 updated 4 August 2020

- [Public Health England Guidance](#) Easy read guide- CORONAVIRUS - COVD 19 looking after your feelings and your body (published March 2020

- [NHS](#)Every Mind Matters guide to mental wellbeing whilst staying at home

- [NHS](#)Every Mind Matters- 10 Tips to help if you are worried about coronavirus. Contains useful links to strategies and support.

- [Mind](#)Mental health charity support and advice for managing your wellbeing during coronavirus

- [Anna Freud National Centre for Children and Families](#) Guidance document giving tips for looking after yourself and colleagues.

The importance of self-care:

Now, more than ever, is the time to be kind to yourself. Here are some ideas and links to developing your self care whilst staying at home.

School Bus wellbeing calendar - practical daily small steps to reducing stress

- [TheSchoolBus Staff Mental Health Calendar.pdf](#)

Anxiety UK booklets- practical strategies to try at home.

- [Breathing and Relaxation - Anxiety UK.pdf](#)

- [Stress and Anxiety - Anxiety UK.pdf](#)

Top tips for working at home

- [Top tips for homeworking (1).pdf](#)

- [Mental Health First Aid England](#) This site has lots of great tips and videos for working well from home whilst giving yourself some self care.

Caring for others:

If you are caring for family or friends during who are struggling with their wellbeing, or who have a pre-existing mental health condition, the following document may offer support.

- [NHS](#) Guidance for helping others with mental health problems.

Tips for supporting staff during this period:

- Take time to listen to staff and fully understand their fears and concerns

- Carry out a [Stress Risk Assessment](#) if appropriate

- If feasible, implement practical steps to help alleviate their worries

- Access [EAP](#) services if you sign up to the service

- Encourage self-help and signpost staff to relevant support – see our '[Useful Resources](#)'

- Schedule regular catch ups by video link or phone if you are unable to meet with them

You can also:

- Visit the BCC website to access a wide range of information about COVID-19 and [Looking after youself](#)

- Check out Public Health England's [guidance](#) for the public on mental health and wellbeing as well as their [easy read guide](#).

See our) for answers to all your HR questions in relation to COVID-19.

Ideas for Promoting Wellbeing

- Have a wellbeing notice board in the staffroom, with advice on e.g. exercise, stress busting tips, healthy eating and inspirational pictures and health challenges.

- Offer healthy eating opportunities, e.g. provide a fruit bowl for staff, offer healthy catering on training days

- Provide simple health checks e.g. blood pressure and cholesterol checks. Approach your local health centre/PCT and see what help they can offer you with this.

- Offer fitness opportunities at work, yoga, keep-fit, meditation, alternative therapies.

- Provide workstation risk assessments for staff.

- Carry our stress risk assessments for the school and individuals. The fact that you have acknowledged stress and discuss solutions sends out powerful messages about wellbeing

- Ask staff to raise stressors so that others can help to find solutions. Have a regular 10 minute slot during staff meetings or via email.

- Provide access to counselling services

- Offer back care and manual handling workshops for all staff

- Provide staff with pedometers and walk for health

- Offer training on stress awareness and building resilience, eating well, good sleep, alcohol issues, smoking cessation etc

- Offer 1:1 'coffee confidential' wellbeing discussions with employees.

- Offer complementary therapies or 'taster' sessions so that staff can try things they might like to do out of school

- Hold wellbeing weeks for staff

- Improve the environment for staff as much as possible

- Gather resources or a resource list. There are meditations, tips for dealing with stress and exercises to help you evaluate your wellbeing on the internet. What works for one person is not purposeful for another. Make sure that you offer different things.

- Ask staff to contribute /share what helps them cope

- Run a relaxation 'visualisation' workshop. This is beneficial for staff and pupils alike.

- Invest in someone to become your school's Mental Health First Aider.

- Find out what other schools are doing and share ideas

Action for Happiness is a movement for positive social change - Together they spell GREAT DREAM

These are positive steps to suggest to anyone with a mental health concern, and positive steps for self-care for the carer, and positive steps for all of us to improve our own mental health

Ten Keys to Happier Living at School

Giving Do things for others

Relating Connect with people

Exercising Take care of your body

Appreciating -   **Notice the world around you**

Trying Out -   **Keep learning new things**

Direction -   **Have goals to look forward to**

Resilience -   **Find ways to bounce back**

Emotion -   **Take a positive approach**

Acceptance -   **Be comfortable with who you are**

Meaning -   **Be part of something bigger**

Date Policy Adopted: 20.10.2020

Date for next renewal: Autumn Term 2021

Signed: _____   Sean Delaney

Chair of Governors

Signed: _____   David Aldworth

Executive Head Teacher