

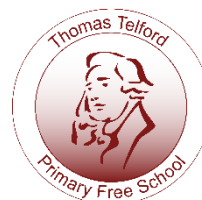
Thomas Telford



Multi Academy Trust

Staff Mental Health and Wellbeing Policy

Redhill Primary Academy and Thomas Telford Primary Free School



Signed

**Mrs Raj Samra
Chair of Governors
September 2026**

Introduction

Staff health and well-being at work is recognised as part of a broader approach to promoting health. It is evident that organisations who adopt an organisational approach to improving the health and well-being of staff within the organisation can achieve substantially reduced costs associated with staff turnover, absenteeism and risk management. It is also evident that staff morale, job enrichment, quality of work and work-life balance alongside continuous improvement of educational achievement are all important, positive outcomes. Ultimately this can lead to improved productivity and the improvement of overall organisational performance.

It is also essential that the healthy organisation recognises people as its main strength and resource. It is essential, therefore, that they develop policies, systems and practice which optimise people's ability to work together and achieve their full potential within an inclusive, empathic and emotionally literate context.

Policy Statement

It is the policy of this establishment to

a) promote health and well-being throughout all management policies and support services including information networks and health promotions: alcohol awareness, diet, self-management exercise and by a liaison with appropriate external agencies;

b) to prevent as far as possible any circumstances that could be described as detrimental to the mental health and well-being of staff. The purpose of the policy is as follows:

- To support staff effectiveness and teaching and other associated activities which contribute to achieving the school's objectives;
- To ensure that staff's ability is enhanced in order to benefit from all provisions;
- To ensure that when responding to one individual's health difficulties that this approach does not significantly affect other people's health and well-being within the institution.

Prevention of Bullying and Harassment of Staff

The school recognises that bullying, harassment and intimidation can have a significant impact on staff wellbeing, mental health, attendance, retention and professional effectiveness.

The school is committed to creating a culture where all staff are treated with dignity, courtesy and respect.

Bullying or harassment of staff by pupils, parents/carers, colleagues, governors, trustees, contractors or members of the public is unacceptable and will not be tolerated.

This commitment extends to conduct that occurs:

- On school premises.
- During school activities.
- Through electronic communications.
- On social media.
- Outside the workplace where it impacts upon an individual's employment or wellbeing.

Equality and Protected Characteristics

The school recognises its responsibilities under the Equality Act 2010.

Bullying, harassment or intimidation which relates to a protected characteristic including:

- Age
- Disability
- Race
- Religion or belief
- Sex
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity

may constitute unlawful discrimination and may result in disciplinary action and, where appropriate, referral to external agencies.

The school is committed to promoting equality, diversity and inclusion and ensuring that all staff feel safe, valued and respected.

Definitions

The term mental health difficulties can encompass a wide range of experiences. These can range from stress and anxiety through to serious mental illness and conditions which are diagnosed and treated by specialist health providers. Although a difficult definition to give in absolute terms it is important that all within the community avoid the use of negative terms with stigma attached. This kind of behaviour may well deter staff from accessing the support required. Inappropriate use of medical terms might also be misleading and cause unnecessary labelling. Consequently, within this institution all staff will be encouraged to respond to individual needs as opposed to specific labels.

Links with Other Policies

This health and well-being policy interacts with several already established policies. The institution's duty of care towards both staff and students is determined externally by legislation such as the:

Health & Safety at Work Act 1974

Human Rights Act 1988; Data Protection Act 1988

Disability Discrimination Act 1995 and Disability Act 2001

Its links between this policy and other guidance are clear and include the following

Health & Safety Policy

Equality Policy

Complaints Policy

Absence Management Policy

Capability Procedures

Stress Management Guidance

Confidentiality Policy

Disciplinary Rules Policy

Whistleblowing Policy for school staff

Accessibility Policy

Confidentiality

It is important to note that confidentiality is of paramount importance with regard to those experiencing mental health difficulties and problems. However, it is essential that staff are aware that, in certain circumstances, where an individual is deemed to be at risk then this policy will need to be breached. At all times it is the safety of the majority that needs to take precedence over confidentiality of the individual and the majority that need to take precedence over confidentiality.

Responsibility of the Institution

It is the responsibility of this institution to:

- Promote the emphasis towards good health and well-being and consideration of the school within all relevant aspects of its day-to-day runnings;
- Ensure the provision of central support and advisory services as appropriate;
- To produce and disseminate explanatory notes to the policy in order to offer practical step-by-step procedures and guidance;
- To provide training to staff in the area of well-being and mental health problems;
- To promote and encourage a non-stigmatising community in order to enhance the effectiveness of its actions;
- To monitor the effectiveness of this policy through annual reporting to the governing body.

Responsibility of Key Role Holders

It will be the responsibility of school-based staff to:

- Provide external health services and specialist therapeutic agencies with accurate information on all aspects of work activities for members of staff in order that informed recommendations can be made;
- To advise external health service agencies with regard to the scope of the support services the school can offer to staff;
- To ensure the establishment of effective monitoring processes so as to be able to evaluate the impact of the policy;
- To make recommendations on developments and improvements to the policy;
- To establish an on-going effective communication with external agencies and ensure appropriate supervision for those within the school who are providing therapeutic input;
- To ensure the promotion of this policy throughout the whole school organisation.

Reporting and Support

Reporting Concerns

Staff experiencing bullying, harassment or intimidation should report concerns to their line manager, Head of School, Executive Headteacher, Chair of Governors or Human Resources provider as appropriate.

All reports will be:

- Taken seriously.
- Handled sensitively and confidentially.
- Recorded appropriately.
- Investigated fairly and promptly.

Support for Staff

Support may include:

- Welfare meetings.
- Occupational Health referrals.
- Trade union support.
- Employee Assistance Programme services.
- Access to counselling or wellbeing services.
- Risk assessments where safety concerns arise.
- Adjustments to working arrangements where appropriate.

Responsibility of Staff

It is the responsibility of all school-based staff to ensure the following:

- Maintain a non-stigmatising community;
- To treat each other with dignity and respect as an individual and not as a problem or condition;
- Access and take advantage of appropriate training and sources of information;
- To uphold confidentiality while safety is not at risk;
- To recognise their own limits in terms of how they can support both themselves and others.

Support for School Based Staff Who Provide Support for Others

The school will ensure that all staff members, who are providing any form of therapeutic input or support for mental health difficulties, are appropriately supported and supervised. This will be ensured by the link with external specialist therapeutic agencies alongside access to school-based staff.

Faye Bailey and Denise Rock receive Emotional Literacy Support Assistant supervision from the educational Psychology services.

Denise Rock attends Future in mind and Emotions 2 Outcomes, along with ongoing links to the school's link Educational Psychologist.

Key Indicators

1. Physical health

There is much research evidence to show that regular i.e. daily, light or moderate exercise is beneficial for the prevention of heart disease alongside a range of life-threatening diseases. There is also a clear link between physical exercise and mental well-being. The provision of opportunities for physical activity is one way in which the school could contribute to promoting health and preventing illness in both students and their teachers. We are, therefore, committed to ensuring that the following are in place:

- Encouragement to participate in fitness or exercise activities;
- Regular individual health assessments for all staff;
The annual use of Work/Life balance audits and the school workload reduction toolkit
<https://www.gov.uk/guidance/school-workload-reduction-toolkit>
- The existence and quality of an on-going school health promotion/education programme which covers physical health issues;
- The existence of other preventative initiatives in the area of physical health.

2. Personal well-being

There are many psycho-social factors which influence health and well-being and it is evident that mental health promotion in the workplace can prevent stress alongside promoting and understanding of mental illness. We would consequently aim to ensure that the following is in place:

- Ongoing mental health promotion through specific programmes which are of high quality and supported by external agencies and embedding where possible into the curriculum. for pupils
- Ongoing raising awareness of high-quality provisions that are supported by external agencies provided for staff.
- As far as possible we will respond to requests for flexible working arrangements in order to cater for family and other external responsibilities or demands;
- We will develop a database to ensure that all the people providing resources alongside organisations and information which is relevant in this area are made available to staff; see *appendix*.
- We will ensure that diversity is tolerated, amongst staff, and that there is an awareness of the relevant legislation amongst staff;
- We will ensure the existence and quality of effective communication systems in order to reduce stress across all curriculum areas and across all procedures and systems.

3. Organisational health

There is a great deal of research to show that harmonious working relationships which are created by effective leadership and staff involvement in decision making alongside effective administration systems are vital in terms of contributing to staff health and well-being. Administrative and professional support can assist school-based staff to undertake their designated roles with organisational purpose and direction. We, therefore, seek to ensure the following:

- That leadership is considered to be supportive of all staff needs and that this is ensured via both formal and informal communication processes including a well-being questionnaire, informal consultations with staff regarding their input and feelings and regular recognition of staff achievements both formally and informally;
- We will also aim to ensure that staff are empathic and supportive of one another and that there are opportunities available on a regular basis to ensure quality staff interaction e.g. team teaching, mental Health CPD, social activities;
- We shall also ensure that all staff have a clear understanding and acceptance of their roles and responsibilities within the school context and this will be conducted via the reviewing

of the sections and actual performance as part of our self-monitoring processes and procedures;

- At all times the work demands on staff will be reviewed and monitored to ensure that they are both reasonable and realistic and do not engender stress or low morale.

Appendix

<https://www.educationsupport.org.uk/> offering a free and confidential 24hr helpline to staff working in education which is displayed in the staffroom.

Telford Local Authorities EWBMH directory of local providers

https://www.telfordsend.org.uk/info/1/home/101/mental_health_service_directory

Also see the Signposting section of our school website for SEMH.

<https://redhill.ttsonline.net/page/services-and-signposting-for-families>

<https://www.healthassured.org/>

The app is available through the App Store and Google Play Health Assured (An employer code is required, available from school)

*Denise Rock is a trained Staff Mental Health First Aider,
Occupational Health referrals can be made via school*