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**Staff Well-Being Charter Statement**

**Introduction**

Pinders Primary School is committed to the well-being of all the staff and ensuring that we promote a culture co-operation, trust and mutual respect, where all individuals are treated with fairness, and can work at their optimum level with good well-being throughout all areas of school life. This Well-being charter is underpinned by the school’s core values and recognition that staff are Pinders Primary school is our greatest asset.

As a school we understand the importance of prioritising the mental health, well-being and resilience of every member of our staff to benefit them as an individual, personal level and as a school. Pinders Primary School is committed to providing a healthy working environment, improving the quality of working lives for all staff and recognises that staff have commitments outside their working lives which can also impact on well-being.

Developing this Charter with all staff, for all staff, ensures well-being is integrated and embedded into all practices and areas of school life, creating a positive environment where all staff feel a sense of value and belonging, and promotes staff engagement, performances and achievement.

This charter aims to support the school’s mission and core values, and ensuring every member of staff is treated fairly, equally and professionally at all times. Our moral purpose can therefore be summarised below:

* Teamwork
* Determination
* Commitment

**Legislation / Duty of Care:**

This Charter is informed by a number of related strategies and guidance, as well as a number of legal requirements, including the school’s Duty of Care for all its staff.

This Charter can be views alongside Policies including, but not limited to:

* Health and Safety Policy
* Anti-bullying policy
* Attendance and absence Policy
* Whistleblowing /Grievance procedures
* Equal Opportunities Policy
* Menopause Support Policy
* 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*
* *Stress Risk Assessment*

**Vision / Aims**

At Pinders Primary School we aim to:

* Encourage staff to take responsibility for their own work effectiveness as a means of reducing their own stress and that of their colleagues.
* Provide a supportive culture, ethos and environment.
* Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health
* Embed sustainable well-being practices that positively impact on all staff
* Clear practices embedded to ensure all staff feel heard, valued and empowered to fulfil their role to their best of their ability and deliver a high-standard of education to the children of Pinders Primary School
* Staff enjoy sustainable & fulfilling roles/careers
* Establish effective & sustainable working arrangements whereby staff feel they are able to maintain an appropriate work life balance.
* All staff have a sense of belonging
* School staff have shared values

**Objectives of this Charter**

This *‘live’* Charter is developed for all staff and is embedded into the daily school life. To ensure this practise, the Charter is:

* Shared with all staff (when? how)
* Reviewed (when? How?)
* On the school website on the staff well-being page
* On the staff well-being noticeboards
* Part of the Induction Policy for new staff, including supply teachers and students
* Shared with parents (how? When)
* Shared with Governors (how? When?)
* Integrated into all policies

**Key People**

* School Mental Health Leader – L.Kemplay (HT)
* Staff Well-being Charter Leader – G.Bedford (DHT)
* Health First aider – A.Peaker
* Well-being Governor – Rev.Rob Drost
* Staff Charter Well-being Forum Team:
* G.Bedford (DHT)
* Rev. Rob Drost (Governor)
* H.Bridgewater (Teacher & Community Leader)
* A. Peaker (Mental Health First Aider)
* A.Kadir (Lunchtime supervisor & LSA)
* N.Abrar (EYFS LSA)

**Roles and Responsibilities:**

**The Governing Body:**

* Be responsible for the implementation of this Charter
* Actively support the development of the Well-being culture within school, recognising and promoting the importance of prioritising staff mental, emotional and physical well-being
* Ensure all policies and practices are assessed for workload impact; consider implementation of practices to support staff well-being, such as flexible working patterns etc. where these will not be detrimental to the school
* Provide fair and consistent support for staff where needed
* Ensure this Charter is reviewed regularly to adapt to changing needs and legislative frameworks

**Headteacher & SLT:**

* Encourage all staff to take responsibility for their own well-being and have access to regular health and well-being training, support and resources
* Support steps taken to develop a culture of co-operation, trust and mutual respect within the school.
* Promote effective communication and ensure that there are procedures in place for consulting and supporting staff on any changes in school, to management structures and working arrangements at both a school wide and phase levels.
* Provide a safe and healthy environment for all staff at work where everyone is treated fairly and equally
* Provide regularly opportunities to collect, listen to and respond to staff voice
* Support staff to carry out their roles effectively, ensuring they have the necessary skills and training; ensure there are clear lines of communication
* Work with the Governing Body to ensure strategies are effective in risk assessing work-stress and monitoring work-load and implement necessary support mechanisms
* Create a culture of openness where there are opportunities to discuss concerns, where any problems or needs are quickly identified, and support is given. Stress and mental health issues are not seen as weaknesses. Clear procedures are followed to support staff during absence or returning to work

**Staff:**

* Make themselves aware of the Staff Well-being Charter and other relevant school policies.
* Take responsibilities for their own well-being, engaging in training, support and resources that may be relevant to them; they will seek support or help if required, recognise the importance of good communication from both parties. Raise any concerns or issues at the earliest possible moment to enable effective support to be engaged.
* Play an active, professional part in school life, sharing their ideas, views and feelings
* Support their own and colleague’s well-being by respecting the health and safety requirements in the workplace

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**Pinders Primary Staff Well- Being Charter Pledge**

**Pinders Primary School promotes and supports the well-being of all our staff through Five focused Areas:**

1. *Charter Principles/ Strategy & Policy*
2. *Culture & Ethos*
3. *Organisational structure*
4. *Accessing Support*
5. *Workload and work-life Balance*
6. **Charter Principles:**

* *Have a named leader for Well-being (G.Bedford) who is accessing well-being training*
* *Have a named Leader for* Mental Health (L.Kemplay) who is accessing mental health training throughout the year
* *Have a named Governor for Well-being (Rev Rob)*
* *Have a named* Mental First Aider ( A.Peaker) who is accessing training throughout the academic year
* *Have a established a staff well-being forum team which is made up of a cross section of school: G.Bedford (SLT), A.Peaker (Mental Health First Aider & SLM), Rev Rob (School Governor), A.Kadir (Lunch supervisor & LSA), N.Abrar (EYFS LSA) & H.Bridgewater (Teacher & Community Leader)*

Identified Next Steps:

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| **Area** | **Action** | **Date** |
| Charter Principles/ Strategy & Policy | Establish a Staff well-being forum Team | February 2022 |
| Write a *Menopause Support Policy & share with staff* | February 2022 |
| ’live’ staff well-being charter pledge established | Spring 2022 |
| Share the well-being charter & charter pledge with Governor body | Spring 2022 |
| Launch ‘live’ staff charter with the whole school staff | Spring 2022 |
| Well-being forums meetings started & planned in for the year | Spring 2022 |
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1. **Culture and Ethos:**

At Pinders Primary School we have:

* *All staff photos in the entrance*
* *Invested in a team building day for all staff at the start of the academic year.*
* *Invested in a staff breakfast on the first INSET of the academic year.*
* *Invested in staff goodies – tombola, sweets, items in staffroom*
* *Established well-being areas in both staff rooms which offer supportive advice & resources for well-being*
* *Invested in staff well-being baskets in toilets*
* *Offered the opportunity to have flu jabs for those who wanted one.*
* *Shared socialising time together - Christmas Fuddle & Quiz, Christmas meal out*

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| **Area** | **Action** | **Date** |
| **Culture and Ethos** | Anonymous staff questionnaire – where are we now?  Questionnaire results shared with all staff | January 2022  February 2022 |
| Twice a year - staff well-being questionnaire planned in & outcomes regularly shared with all staff | Spring 1 2022  Summer 2 2022 |
| ‘Love yourself’ day on | Spring 1 2022 |
| Introduce staff stars of the week – 2 staff members each week. This will be shared in assembly, on the weekly bulleting & the newsletter alongside children’s stars | Summer 1 2022 |
| Shared social event (Bowling) for Easter – open to all staff | Spring 2 2022 |
| Regular planned staff ‘check-ins’/ well-being meetings |  |
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1. **Organisational structure**

At Pinders Primary School we have:

* *Classrooms are positive environments conducive to learning (air quality. Lighting, resourcing, heating)*
* *Well-resourced school with dedicated space for staff to work for PPA*
* *Comfortable, bright, clean area for staff to relax and take time out*
* *Performance Management/Appraisal*
* *Supportive process to enhance career developments*
* *Good training and CPD developmental opportunities for all staff*
* *Clear communication systems – weekly bulletin, phase meetings etc.*
* *Effective policies in places & procedures in place*
* *Staff are supported to deal with challenging parents/carer*
* *Focussed training timetabled into whole school CPD for emotional coaching*
* *School web page has a dedicated staff well-being page with useful links & support guidance*

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| **Organisational structure** | Well-being display – photo of different members of the team & their role e.g. Mental health first-aider | Spring 2 2022 |
| Implement after school well-being session slots (Monday) with Mental health first-aider – this will be bookable one-to-one sessions | Spring 2022 |
| Plan in regular one-to-one informal meetings to identify any issues early so staff can get the support they need |  |
| Timetable in opportunities for solution-focused meetings with the Staff well-being team. |  |
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1. **Accessing Support**

At Pinders Primary School we have:

* There is a growing culture of seeking support when needed
* A trained mental health first aider
* Well-being boards in staffroom with guidance & support on
* Dedicated school web-page for staff well-being that includes links for support & guidance

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| **Accessing Support** | Write a Menopause Support Policy & share with staff | February 2022 |
| Well-being poster in in toilets and other communal areas | Spring 2 2022 |
| Continue to develop the staff well-being web page | ongoing |
| All staff to have additional information regarding external support organisations they may need – this will be on the ‘live’ charter & a folder will be added to the well-being displays. | Summer 2022 |
| Book menopause INSET session | September 2022 |

1. **Workload and work-life Balance**

* PPA in phases to share the workload & planning across the phase team
* Planned time given for curriculum leaders to complete task such as curriculum development & action plans
* Staff meeting times used for additional jobs such as curriculum & parents evenings
* Staff meeting time used for termly pupil progress preparation
* Marking policy is minimum & does not require in-depth marking
* Termly meetings with well-being governor & Union representative

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| **Area** | **Action** |  |
| **Workload and work-life Balance** | Arrange for the termly meeting with well-being governor to include different make up of school staff – Admi, dinner ladies & SLT – each to have a short slot with Rev Rob. |  |
| Review marking policy |  |
| Meeting/check in with Phase leaders | Termly |
| Meeting/check in with TAs | Termly |
| Meeting/check in with lunch supervisors | Termly |

**Support Guidance for staff experiencing Mental Health Needs** The following listing of organisations is intended to be a useful guide for information purposes only.Your G.P. will be able to offer you support and information

**Useful Websites**

* NHS (this has a list of lots of useful organisations)

www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/

* Mind www.mind.org.uk Rethink Mental Illness www.rethink.org Young Minds www.youngminds.org.uk NSPCC www.nspcc.org.uk
* The Five Ways to Well-Being www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/

**Crisis and Emotional Helpline:**

**Samaritans**

* (Free) 116 123 jo@samaritans.org

www.samaritans .org

* Available 24/7 every day of the year to provide non-judgemental emotional support and the opportunity to talk to a trained listener about your worries, distress, or suicidal thoughts.
* More information about how the Samaritans can help and what they offer: <http://www.samaritans.org/how-we-can-help-you>
* Links to sources of further information, advice or support on a wide range of issues impacting on mental health – including alcohol, drugs, debt, relationships, eating disorders and housing: <http://www.samaritans.org/how-we-can-help-you/how-our-service-helps/other-sources-help>

**Shout**

* Shout 85258 is a free, confidential, 24/7 text messaging support service for anyone who is struggling to cope. <https://giveusashout.org/>

**Hub of Hope**

* The Hub of Hope is a first of its kind, national mental health database which brings together organisations and charities, large and small, from across the country who offer mental health advice and support, together in one place.

<https://hubofhope.co.uk/>

**Mental Health and Advice**

**Mind Infoline**

* Mind provides an extensive range of advice, information and practical resources.

Phone the Mind Infoline on 0300 123 3393 (9am to 6pm Monday to Friday) or the Mind Legal Line on 0300 466 6463 (11am to 2pm Monday to Friday) Text the Infoline on 86463 or email [info@mind.org.uk](mailto:info@mind.org.uk)

**Saneline**

* Provides out-of-hours emotional support and information to anyone affected by mental illness including family members and friends.

Phone 0300 304 7000 (from 4.30 pm to 10.30 pm daily) for confidential telephone support. Email [support@sane.org.uk](mailto:support@sane.org.uk).

More information about Saneline and what they offer, including an online forum and textcare service: http://www.sane.org.uk/what\_we\_do/support/

**CALM** CALM offer confidential, anonymous and free support, information and signposting through the helpline or webchat. People can talk through a wide variety of issues including abuse, addictions, anger, depression, bullying, eating disorders, sexuality, work issues, racism, bereavement, suicide, divorce and more. The website holds information on a range of issues and lists national organisations offering support with some of these issues. Web: <https://www.thecalmzone.net/>

**Andy’s Man Club**

* Men’s talking group: meet every Monday at locations across the country (for men who have either been through a storm, are currently going through a storm or have a storm brewing in

**Doc Ready.**

* helps you get ready for the first time you visit a doctor to discuss your mental health. <https://www.docready.org/#/home>

**Anxiety**

* Anxiety UK

08444 775 774

[support@anxietyuk.org.uk](mailto:support@anxietyuk.org.uk)

**Find a therapist**

* Counselling Directory

0844 8030 240

(Free confidential directory of trained professional counsellors and therapists in UK)

**Abuse**

* Domestic Violence, Child, Sexual Abuse

Women’s Aid

0808 2000 247 [helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk)

* Survivors UK (Support for Men)

0203 598 3898 [info@survivorsuk.org](mailto:info@survivorsuk.org)

* NSPCC

0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Addiction and Substance misuse**

* Alcoholics Anonymous

0800 9177 650 help@alcoholics-anonymous.org.uk

* Al-Anon Family and Group

0207 403 0888

[Enquiries@al-anonuk.org.uk](mailto:Enquiries@al-anonuk.org.uk)

* Narcotics Anonymous UK

0300 999 1212 [meetings@ukna.org](mailto:meetings@ukna.org)

Talk to Frank

0300 123 6600 [frank@talktofrank.com](mailto:frank@talktofrank.com)

**Bereavement**

* Bereavement Advice Centre

0800 634 9494

[www.bereavementadvice.org](http://www.bereavementadvice.org)

**Debt**

* Money Advice Service

0800 138 7777

**Relationships**

* Relate

0300 100 1234

* LESBIAN, GAY, BISEXUAL AND TRANSGENDER (LGBT)

0300 330 0630

**General Advice, information and support**

* Citizen’s Advice

03444 111 44444