



Health and Wellbeing Policy for School Employees



Gweithio dros Gaerdydd, gweithio gyda'n gilydd
Working for Cardiff, working together

CONTENTS

Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.

SECTION NUMBER	CONTENT	PAGE NUMBER
1.	Overview <ul style="list-style-type: none">• The Aims of the Policy and Charter• What is meant by 'Health and Wellbeing'?• Why is Health and Wellbeing important?• What are the benefits of implementing this Policy and Charter?• How will we make this happen?• How will we measure impact?	3
2.	Introduction <ul style="list-style-type: none">• Policy Statement• Aims and Objectives• Scope of the policy• Key Principles• Definition – What is work-life balance?	6
3.	Roles and Responsibilities <ul style="list-style-type: none">• Governing Body• Head Teacher• Senior Team• Employee	8
4.	Related Documents	11
5.	Support Services	11

SECTION 1 – OVERVIEW

1. Against a backdrop of organisational and educational change, in partnership with the trade unions, this policy and the School Wellbeing Charter (Appendix 1) have been developed to help improve the health and wellbeing of school employees.
2. It must be recognised that when employees are healthy, motivated and have a sense of wellbeing, the experience of learners is likely to improve which can result in improved educational outcomes. As a large number of the overall schools' workforce are also residents of Cardiff, improving their health and wellbeing will also support improvements in health and wellbeing across the City.
3. The aim is to promote and encourage wellbeing at work .Wellbeing produces positive attitudes, engagement, motivation and innovative thinking. Wellbeing is an important factor in building employee engagement and is therefore a key issue for the Council and governing bodies.
4. To support the implementation of this policy and charter, through joint working with schools, plans will be put in place to introduce wellbeing initiatives, employee support mechanisms and joint working with employees, Trade Unions and other groups, networks and partner agencies.
5. The Council has already commended a number of HR policies and procedures to school governing bodies. These, together with this policy and charter will support the development of initiatives to secure a positive, healthy and motivated workforce in schools. This will complement individual school arrangements for ensuring they provide a safe, secure and positive working environment and manage employees fairly and in accordance with their needs. In return, employees will be responsible for supporting and improving their own health and wellbeing, taking advantage of learning and development and other wellbeing opportunities.

The Aims of the Policy and Charter

7. The aims of this policy and charter are to:
 - Ensure employees recognise the value the Council and their school places on their health & wellbeing.
 - Support and maintain a safe and healthy working environment
 - Improve the physical and mental wellbeing of the schools' workforce
 - Encourage and support school employees to develop and maintain a healthy lifestyle.
 - Support employees with health conditions to remain in work.
 - Remove barriers that prevent employees with health conditions or impairments from achieving their potential
 - Improve employee morale.
8. Delivery of these objectives will, in turn, support the provision of improved outcomes for Cardiff learners and their families.

What is meant by ‘Health and Wellbeing’?

9. The link between health and work has traditionally been focussed on physical health. There is, however, a proven link between work and the physical and mental health and wellbeing of employees. This policy and charter takes an integrated approach to physical and mental health, with the actions identified aimed at supporting improved health and wellbeing in general.
10. This policy recognises that some employees may have a range of health and wellbeing challenges, both mental and physical. The approach is about supporting individuals to look after their own health and wellbeing, which, in practice, could be very different for individuals across the workforce.

Why is Health and Wellbeing important?

11. Health & wellbeing is important because:
 - It is an issue which is identified in the responses to the Schools’ Employee Survey.
 - The last review of the Attendance and Wellbeing policy included a commitment to further develop the principle of health & wellbeing and to consider the matter holistically.
 - The School Wellbeing Charter and Policy both include this as a key theme
 - It supports the Council’s Corporate Plan priority of “People in Cardiff are healthy” as many school employees are also Cardiff residents.
 - It supports employee engagement.
 - It reiterates the importance of the Council’s and individual governing bodies’ legal duty under the Health & Safety At Work Act “to ensure as far as is reasonably practicable, the health, safety and welfare at work of all”.

What are the benefits of implementing this Policy and Charter?

12. Benefits for the school;
 - Supports the achievement of key educational priorities
 - Improved attendance at work and a reduction in sickness absence rates, financial costs of cover and impact of absence on the experience of learners.
 - Greater engagement from employees leading to increased productivity.
 - Improved retention of employees, reducing the cost of organisational turnover and retaining skilled and experienced employees.
 - Improved learner experience.
 - Enhanced reputation as a school within the local community.
13. Benefits to Employees;
 - Increased engagement through a feeling of being valued listened to and treated fairly.

- Opportunity to develop potential with access to learning and development, increasing skills and potential for career progression.
- Employees feel they are more engaged in decisions that affect them and the service that they provide.
- Provides employees with the ability to more effectively deal with manner.
- Access to appropriate support and information to enable employees to have the opportunity to look after their own health and wellbeing.
- Reduced sickness levels thereby reducing costs which helps retain jobs.

14. Benefits to Learners;

- Improved access to and continuity of educational provision.
- Improved learner experience.
- Reduction in contact with cover teachers/staff/agency workers.

How will we make this happen?

15. In partnership with schools and the trade unions, a School Health and Wellbeing Programme will be developed, delivered and communicated throughout schools. This will support the responsibilities of governing bodies, Headteachers, managers and employees that are set out in this Policy and Charter.

How will we measure impact?

16. We will measure the effectiveness of the policy and charter through:

- Levels and rates of sickness absence, including work related stress.
- Turnover levels.
- Response to the introduction of any new wellbeing initiatives.
- Response to the health & wellbeing question and other relevant questions in the Schools' Employee Survey.
- Reviewing data including sickness absence, stress related absence, use of support services etc.
- Feedback from various sources: network fora, Intranet site activity
- Review of data from the Employee Assistance Programme partners, the Employee Counselling Services and other Occupational Health Services.

SECTION 2 - INTRODUCTION

POLICY STATEMENT

17. The Council/Governing Body are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all employees. 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 pupil/student progress.
18. Employees in schools are entitled to be treated fairly and professionally at all times. The Council/Governing Body takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been designed to support this duty alongside this wellbeing policy with a view to promoting a healthy work/life balance for all school based employees.
19. **Definition** - Work/life balance is about ensuring that the school's employees are able to combine work with their personal interests and commitments outside work. Good work/life balance is an essential factor in employee effectiveness and satisfaction, which in turn supports pupil/student learning. It can help to recruit and retain better motivated employees through giving them greater control of their working lives.

AIMS AND OBJECTIVES

20. The aims and objectives of this policy are to:
 - enable employees to balance their working lives with their personal needs, interests and responsibilities;
 - safeguard the health, safety and welfare of all employees;
 - assist all school managers in carrying out their professional duties by outlining a range of existing policies and employee support that can be called upon to promote a good work/life balance and ensuring these are made available to all employees;
 - underpin Cardiff Council's *Schools' Health and Wellbeing Charter*

SCOPE OF THE POLICY

21. This policy applies to all employees of the school. It does not apply to centrally employed staff who are covered by the Council's corporate policies.

KEY PRINCIPLES

22. The Council/Governing Body believes it has a responsibility to ensure a safe, secure and enjoyable working environment for all employees, where potential work-related stressors as far as practicable are avoided, minimised or mitigated through good management practices, effective Human Resources policies and employee development.
23. The Council/Governing Body recognises that effective practices to promote work/life balance benefit both employees and pupils and so will adopt, monitor and evaluate appropriate policies and practical responses that meet the specific needs of the school, having regard to fairness and consistency, and valuing employees for their professional skills not their working pattern.
24. The Council/Governing Body promotes the development of workable solutions and encourages a partnership between employees and their line managers, supported by their trades unions and HR.
25. The Council/Governing Body emphasises the importance of developing a culture that is open and supportive of people experiencing stress or forms of mental ill-health, and is proactive in increasing managers' and employees' awareness of the causes and effects of stress.
26. The Council/Governing body establishes working arrangements whereby employees feel they are able to maintain an appropriate work life balance, encouraging staff to take responsibility for their own health and well-being through effective health promotion programmes and initiatives, alongside seeking to regulate workload effectively.
27. The Council/Governing Body promotes discussion and enactment of measures to proactively reduce unnecessary workload as outlined in the '*Managing teachers' and Headteachers' Workload*' - <https://www.estyn.gov.wales/effective-practice/reducing-workload-teachers-and-headteachers>. This guide is endorsed by Estyn, regional education consortia, local authorities, The Education Workforce Council, Education Trades Unions and the Welsh Government.
28. The Council/Governing Body supports the reform of accountability systems so that they are based on trust, respectful professional dialogue and proportionality.
29. The Council/Governing Body will re-emphasise its commitment to wellbeing and work/life balance to its employees on a regular basis and will encourage senior managers to lead by example.
30. This Policy will be reviewed in the light of ongoing operational experience, or any subsequent legislative changes.

SECTION 3 - ROLES AND RESPONSIBILITIES

31. It is important that everyone clearly understands their roles and responsibilities within this process.

Governing Body Responsibilities

32. The Governing Body's responsibilities are to:

- Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of creating the best workplace conditions to facilitate a healthy work/life balance for all employees.
- Nominate a wellbeing and work/life balance Governor with responsibility for promoting and monitoring work/life balance and wellbeing amongst employees in the school.
- Ensure that employee roles and responsibilities are clearly defined.
- Ensure that wellbeing and workload updates are standing items for discussion on the agenda at GB meetings
- Ensure that consideration is given to the health and wellbeing of the Headteacher
- Attend regular training on health and wellbeing in schools.
- Support, embody and sign up to Cardiff Council's *Schools' Workload and Wellbeing Charter*
- Ensure that all of the school's policies are assessed for equality and workload impact.
- Develop a wellbeing strategy, in consultation with the workplace unions, to include a provision of support available to employees.
- Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where employees feel comfortable in asking for help.
- Ensure employees are able to access the support of the Council's HR People Services, Employee Assistance Programme and Occupational Health Service, when appropriate.
- Ensure the implementation of the policy is monitored, evaluated and reviewed with the recognised workplace unions on an annual basis or in the light of changing needs and legislative frameworks.

Headteacher Responsibilities

33. In addition to their responsibilities as employees and school/line managers the responsibilities of Headteachers are to:

- Recognise the value of good management practice with systems in place to effectively manage employees and encourage a partnership approach with employees, workplace unions and the health and safety committee.
- Foster a supportive work environment, operating in a fair and consistent manner.
- Promote a healthy workplace and practices that ensure that employees are able to develop a healthy mind and ensure that all employees are aware of the designated manager, if it is not their line manager, with responsibility for staff wellbeing within school, are aware of this policy and are familiar with the support that is available them.
- Be aware of changes in performance or behaviour in employees and be sympathetic to those who show signs of being under stress and signpost them to the relevant support services available.
- Understand the differing needs of employees, at different points and events during their life cycles, and offer support accordingly, if and when required.
- Follow the agreed procedures within the Attendance and Wellbeing policy when there are concerns or absence due to work related stress and other mental-health problems;
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- Ensure that all employees 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.
- Carefully consider and agree work-life balance solutions including flexible working practices where possible and appropriate.
- Demonstrate commitment to employees maintaining a good work/life balance, and ensure that such practices are communicated to all.
- Manage pressures which may affect employees, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible. In consultation with the workplace unions, conduct an annual survey of employees, including a section on health and wellbeing, and share and act upon results.

School/Line Managers Responsibilities

34. The responsibilities of School/Line Managers are to:

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

- Be aware of changes in performance or behaviour in employees and be sympathetic to those who show signs of being under stress and signpost them to the relevant support services available.
- Understand the differing needs of employees, at different points and events during their life cycles, and offer support accordingly.
- Follow the agreed procedures within the Attendance and Wellbeing policy when there are concerns or absence due to work related stress and other mental-health problems.
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- Support employees to access regular training sessions on health and wellbeing in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and seek to ensure that they are given the appropriate time and resources to undertake this.
- Carefully consider and discuss work-life balance options.
- Demonstrate commitment to employees maintaining a good work/life balance, and ensure that such practices are communicated.
- Attend regular training on health and wellbeing in schools.
- Communicate work-life balance practices to all employees and manage pressures which may affect them and anticipate likely problems, taking action to reduce the effects of these pressures where possible.
- Demonstrate commitment to employees by encouraging a good work/life balance.

Employee Responsibilities

35. The responsibilities of all school employees are to:

- Seek support or help when they think they are experiencing a problem from a clearly identified line manager or named individual.
- Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace, including the need to be mindful of others' rights to a work/life balance.
- Consider wellbeing support mechanisms offered by the school, Council and externally.
- Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- Take appropriate steps to manage their own workload.
- Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress and signpost them to appropriate support or manager.

SECTION 4 – RELATED DOCUMENTS

The following policies are available on the HR People Services Intranet site and also the Schools Online Portal:

- Mental Health Policy
- Mental Health – A Manager’s Guide
- Attendance and Wellbeing Policy
- Flexible Working Policy
- Reasonable Adjustments Guidance
- Stress Management Policy
- Stress Risk Assessment Code of Guidance
- School Carers Policy
- Management of Alcohol, Drugs and Substance Misuse
- School Leave Policy
- Menopause Guidance
- Health and Wellbeing Directory
- Healthy Eating Guidance
- Physical Activity Guidance

SECTION 5 - SUPPORT SERVICES

All Trade Unions provide support and guidance –see links attached

Union	Internet Link
AEP – Association of Educational Psychologists	http://www.aep.org.uk/
ASCL – Association of School & College Leaders	http://www.ascl.org.uk/
ATL – The Association of Teachers & Lecturers	http://www.askatl.org.uk/
BECTU – Broadcasting Entertainment Cinematograph & Theatre Union	http://www.bectu.org.uk/
GMB	http://www.gmb.org.uk
NAHT – National Association of Head Teachers	http://www.naht.org.uk/
NASUWT – National Association of Schoolmasters Union of Women Teachers	http://www.nasuwt.org.uk/
NEU – National Education Union	https://neu.org.uk
UCAC – Undeb Cenediaethol Athrawon Cymru	http://www.athrawon.com/
UCATT – Union of Construction, Allied Trades & Technicians	http://www.ucatt.org.uk/

UCU (NATFHE) – University & College Union	http://www.ucu.org.uk/
UNISON	http://www.unison.org.uk/
UNITE	http://www.unitetheunion.org/
VOICE	http://voicetheunion.org.uk/

Cardiff Academy

Offers a range of classroom based and e-learning. Topics include Stress Awareness and Control Programme, Stress Control 1 to 1 sessions, Mental Health in the Workplace, Handling Difficult Conversations, Equality and Diversity. Telephone 029 2034 6050 (Ext. 46050)

Email: CardiffAcademy@Cardiff.gov.uk

Employee Assistance Programme – Carefirst

This free phone telephone service is available 24 hours a day, 365 days of the year. All calls are answered directly by a team of qualified and experienced counsellors. Professional information and advice services are also provided by a separate team of information specialists plus there is access to a web based information service.

Telephone 0800 174319 Log In: ccw001 Password: diff1234

<https://www.care-first.co.uk/care-first-lifestyle/>

Employee Counselling Service

The Employee Counselling Service (ECS) offers free and confidential counselling to anyone who is employed by the Cardiff Council.

Tel: 029 2078 8301

<http://cmsweb/cardiff/content.asp?id=11153&d1=0>

NHS Choices

The NHS website has a wide range of advice and practical tools for raising awareness of mental health issues, self-management of symptoms and sources of further specialist help.

www.nhs.uk/livewell/mentalhealth

NHS Direct Wales

Health advice 24 hours a day, 365 days a year.

Telephone 0845 4647

www.nhsdirect.wales.nhs.uk

Samaritans

Provides confidential, non-judgmental emotional support for people experiencing feelings of distress or despair, including those that could lead to suicide. You can phone, email, write a letter or in most cases talk to someone face to face.

Tel: 116 123 (24 hours a day 365 days a year)

Welsh Language Line: 0808 164 0123

Cardiff Office 029 20 344022 (9am to 9pm)

Email jo@samaritans.org

www.samaritans.org

Mental Health Foundation Wales

A UK charity for everyone's mental health, which has prevention at the heart of what they do. It aims to find and address sources of mental health problems. They offer information, guidance and publications on a range of issues associated with mental health. Their website also includes podcasts and videos.

<https://www.mentalhealth.org.uk/wales>

CALL (Community Advice and Listening Line)

Offers emotional support and information/literature on Mental Health and related matters to the people of Wales. Anyone concerned about their own mental health or that of a relative or friend can access the service. C.A.L.L. Helpline offers a confidential listening and support service.

Tel: 0800 132 737 or Text 'help' to 81066

www.callhelpline.org.uk

Saneline

Saneline is a national mental health helpline providing information and support to people with mental health problems and those who support them. If you are a carer needing support you can contact all of the above as well as Carers Direct and the Princess Royal Trust for Carers, both of whom are able to provide support and advice on any issues affecting you

Tel: 0300 304 7000 (4.30pm – 10.30pm daily)

www.sane.org.uk

Rethink Mental Illness Advice Line

Rethink is the largest national voluntary sector provider of mental health services with 340 services and more than 130 support groups. It helps over 48,000 people every year through its services, support groups and by providing information on mental health problems.

It provides expert advice and information to people with mental health problems and those who care for them, as well as giving help to health professionals, employers and staff.

Advice and information Service: 0300 5000 927

Email info@rethink.org

www.rethink.org

Mind Infoline

Mind is the leading mental health charity in England and Wales. It campaigns to create a better life for everyone with experience of mental distress. Mind provides confidential mental health information services. With support and understanding, Mind enables people to make informed choices. The Infoline gives information on types of mental distress, where to get help, drug treatments, alternative therapies and advocacy. Mind also has a network of nearly 200 local Mind associations providing local services.

Telephone: 0300 123 3393 (9am-5pm Monday to Friday)

Email info@mind.org.uk

www.mind.org.uk

Education Support Partnership

Advice, support and Counselling available to teachers and other employees in Education services. Operates 24 hours a day, 7 days a week.

Telephone: 08000562561

www.educationsupportpartnership.org.uk

TUC

Advice on mental health first aid.

Website www.tuc.org.uk

Cognitive Behaviour Therapy

WWW.MOODGYM.CO.UK.

Dewis Cymru - <https://www.dewis.wales/>

Information and advice about individual well-being or how you can help someone else.

Sources of advice and information for managers:

Employee Assistance Programme Manager Support Line

Support for managers - go to the Managers Area of the CareFirst home page.

Telephone 0800 174319 Log In: ccw001 Password: diff1234

<https://www.care-first.co.uk/care-first-lifestyle/>**NHS Health for Work Adviceline**

<http://www.nhshealthatwork.co.uk/>

The Mind Infoline

Lines are open 9am to 6pm, Monday to Friday (except for bank holidays).

Tel: 0300 123 3393. Text: 86463

Email: info@mind.org.uk

Mindful Employer - www.mindfulemployer.net

Developed, led and supported by employers, the MINDFUL EMPLOYER® initiative is aimed at increasing awareness of mental health at work and providing support for businesses in recruiting and retaining employees.

Centre for Mental Health - <http://www.centreformentalhealth.org.uk/>

The Centre for Mental Health aims to help to create a society in which people with mental health problems enjoy equal chances in life to those without.

Health and Safety Executive – <http://www.hse.gov.uk/stress/>

Time to Change Wales - Time to Change Wales is the first national campaign to end the stigma and discrimination faced by people with mental health problems.

<http://www.timetochangewales.org.uk/en/>

Triggers and Signs of [mental](#) ill health

ACAS - Help & advice for employers and employees

<http://www.acas.org.uk/index.aspx?articleid=1461>

Bereavement

Cruse Bereavement Care - <https://www.cruse.org.uk/>

Helpline for bereaved people and those caring for bereaved people

Tel: 0844 477 9400

Email: helpline@cruse.org.uk

Bereavement Advice Centre - <https://www.bereavementadvice.org/> There are many practical issues to manage when someone dies. Bereavement Advice Centre supports and advises people on what they need to do after a death.

Tel: 0800 634 9494

Survivors of Bereavement by Suicide (SOBS) - <https://uksobs.org/>

Helping to meet the needs and overcome the isolation experienced by people over 18 who have been bereaved by suicide.

Tel: 0300 111 5065

Email: sobs.support@hotmail.com

WAY Widowed and Young - <https://www.widowedandyoung.org.uk/>

WAY is a national charity for men and women aged 50 or under whose partners have died at a young age. WAY is a peer to peer support group run by a network of volunteers who have experienced bereavement.

Education Support Partnership

Advice, support and Counselling available to teachers and other employees in Education services. Operates 24 hours a day, 7 days a week.

Telephone: 08000562561

www.educationsupportpartnership.org.uk

Debt

Stepchange - www.stepchange.org

Stepchange Debt Charity provides help for anyone in debt or concerned they may fall into debt

Tel: 0800 138 111 (includes all mobiles)

Email <https://www.stepchange.org/Contactus/Sendusanemail.aspx>

Money Advice Service - <https://www.moneyadviceservice.org.uk/en>

Free and impartial money advice set up by the Government.

Tel: 0800 138 7777

Debt Support Service - <http://www.debtsupportservice.co.uk/>

Providing fair and ethical consumer debt advice to UK residents. Help with advice on debt solutions and general debt help.

Tel: 0800 978 8495

Email info@debtsupportservice.co.uk

Gambling

Gamcare - www.gamcare.org.uk

Offers confidential counselling, advice and information for anyone affected by a gambling dependency.

[Tel:0808 802 0133](tel:08088020133)

Gamblers Anonymous - <https://www.gamblersanonymous.org.uk/>

Helping men and women share their experience, strength and hope with each other to help solve their common problem and help others to do the same.