

Holymead Primary School

Stress Policy June 2018

Introduction

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone employed by the school. The Governors are responsible for implementing this policy and they delegate the day to day delivery of this policy to the senior leadership team.

Definition of Stress

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy Guidelines

- The school will identify workplace stressors as indicated in the school's Occupational Health (OH) questionnaires relating to stress (appendix 1) and will endeavour to reduce stress or its impact. The Head Teacher and Chair of Governors will be responsible for giving out the OH questionnaires on an annual basis. Team Leaders for Performance Management are responsible for discussing the contents of questionnaires with staff and feeding back to the Head or Chair of Governors where there are any causes for concern that need resolving.
- The school will provide training in good management practices, as appropriate for the senior leadership team and staff with a responsibility for managing others.
- Where recommended by HR and agreed by the senior leadership team the school will offer confidential counselling, through Occupational Health, for staff affected by stress caused by either work or external factors. This will be subject to financial considerations.
- The school adopted the Local Authority's Arrangements for the Prevention and Management of Excessive Workplace Pressure which can Result in Stress

Responsibilities

Senior Leadership Team

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are as fully trained as possible to discharge their duties and are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded. Attend training as appropriate in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated.

- Be vigilant and offer appropriate additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Where necessary refer staff to the Local Authority's Occupational Health department and/or seek support from own union representatives.

Staff

- Ensure good communication between staff at all levels, particularly where there are organisational and procedural changes.
- Concerns will be dealt with sensitively and, as far as possible, confidentially; line managers need to inform staff that concerns may need to be passed on to an appropriate person.
- Raise issues of concern with your Health and Safety Representative, Mrs Judith Buckley, your performance management team leader or occupational health.
- Consider opportunities for counselling and support when recommended.

'Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority'
(Code of Conduct for School Employees 2014:p7)

Governing Body and/or the Head (or appropriate body delegated by the Head)

- The governing body and/or Head should consult or inform members of staff and governors of any major changes to work practices or work design that could precipitate stress.
- The governing body may ask the Head to consult with staff on the issue of stress including conducting any workplace surveys.
- The governing body and/or the Head should conduct inspections of the workplace regularly to help manage and/or reduce the causes of stress.
- The Chair of Governors or nominated deputy has a duty of care to the Head and Deputy Heads.

Monitoring and Review

- The governors will ensure that this policy is implemented.
- The governors will oversee monitoring of the efficacy of the policy and take action to reduce stress and promote workplace health and safety.

Date: June 2018

Review date: June 2020



Rights Respecting School Article 29:

Education must develop every child's personality, talents and abilities to the full.

Name

This checklist is confidential between you, your immediate line manager and the headteacher (or Chair of Governors if preferred) and will not be shared with anyone else without your prior agreement.

Please circle the answer that most closely corresponds to how you feel about your work

I am clear about what is expected of me at work never / sometimes / usually
Different members of staff demand things from me that are difficult to combine never / sometimes / usually
I know how to go about getting my job done never / sometimes / usually
I know how to resolve conflicting demands made of me never / sometimes / usually
I have unachievable deadlines never / sometimes / usually
If work gets difficult, my colleagues will help me never / sometimes / usually
I am given supportive feedback on the work I do never / sometimes / usually
I am clear what my duties and responsibilities are never / sometimes / usually
I understand how my work fits into the overall aim of the school never / sometimes / usually
I am subject to personal harassment in the form of unkind words and behaviour never / sometimes / usually
I am subject to bullying at work never / sometimes / usually
If I reported bullying I think something would be done never / sometimes / usually
I have unrealistic time pressures never / sometimes / usually
I receive the respect at work I deserve from my colleagues never / sometimes / usually
Staff are consulted about change at work never / sometimes / usually
My colleagues are willing to listen to my work- related problems never / sometimes / usually
I am supported through emotionally demanding work never / sometimes / usually

Relationships at work are strained never / sometimes / usually
My team leader encourages me at work never / sometimes / usually
I feel I receive the right amount of training to be able to do my work efficiently. N.B. training does not necessarily mean going on courses never / sometimes / usually

Work/Home life Balance (please make comments only if you feel able to)

Team Leader's summary of key issues	
1.	
2.	
3.	
Team leader's signature	Date