



## **Our Lady of Grace Catholic Academy Trust**

### **Wellbeing Policy**

*“It is a firm and persevering determination to commit oneself to the common good; that is to say to the good of all and of each individual because we are all really responsible for all.”*

*Sollicitudo Rei Socialis St Pope John Paul II*

<b>Presented to OLOG Audit &amp; Risk Committee</b>	<b>27/11/2025</b>
<b>Presented and Approved by OLOG Board of Trustees</b>	<b>11/12/2025</b>
<b>Signature of Chair of Board of Trustees:</b>	
<b>Name of Chair of Board</b>	<b>Mick Coleman</b>
<b>Date</b>	<b>27/11/2025</b>
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## **Introduction**

In line with our Mission Statement, the OLOG Trust recognises that staff are the most important resource and are to be valued, supported and encouraged to develop personally, professionally and spiritually within a learning and caring community, recognising that every staff member contributes to the development of pupils.

The purpose of this policy is to provide a document that encompasses the many school practices that support staff health and wellbeing; to minimise the harm from stress; ensure there is cohesion in working towards the health and wellbeing of all staff. In addition, it is to maintain the school ethos that supports staff health and wellbeing by making sure that all employees are treated fairly and consistently in recognition that each individual exemplifies the face of Christ.

## **Mental health as defined by WHO is**

“A state of wellbeing in which every individual realises his or her own potential, can cope with normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community”.

## **Scope and Aims:**

This policy applies to all OLOG Trust staff, volunteers, governors, and students across all schools within the Trust.

## **The aims of this policy are to:**

- Enable employees to balance their working lives with their personal needs.
- Safeguard the health, safety and welfare of staff.
- Alert staff to early warning signs of poor mental health and wellbeing in themselves and others.
- Create a culture of openness, to minimise the harm from stress.
- Ensure the confidentiality of the individual whilst being mindful of the employers' duty of care.

## **Policy Objectives**

- Foster a safe, supportive, and healthy environment for staff and students.
- Ensure compliance with health and safety laws and adopt best practices in wellbeing.
- Raise awareness and reduce stigma around mental health issues.
- Cultivate openness, making wellbeing support readily available.
- Support work-life balance for staff.
- Protect the health, safety, and welfare of employees.
- Identify and address early signs of mental health and wellbeing issues.
- Promote openness to mitigate stress.
- Maintain confidentiality while observing the employer's duty of care.

## **Managing Stress**

Managing stress is the responsibility of individuals as well as the school. Ways to manage stress include:

## **Key strategies include:**

- Team development
- Addressing workload issues

- Supporting physical health
- Setting realistic expectations
- "5 Ways to Wellbeing" framework:
- Connectedness
- Being Active
- Taking Notice
- Keep Learning
- Giving

**Common stress factors:**

- Lack of support and low morale
- Poor communication and excessive workload
- Emotional and physical job demands
- Challenging interactions with parents
- Workplace bullying and unsupportive environment
- Limited professional learning opportunities
- Lack of succession planning and excessive change

## **Legal Framework**

The Trust has a legal duty of care to employees to ensure health & Safety at work.

The Trust will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals

In addition to reducing safety risks, we will operate the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are reasonable and having policies and procedures in place to support employees experiencing mental ill health at work.

## **The Wellbeing Policy adheres to the following key legislation:**

- Health and Safety at Work Act 1974: Duty to ensure employees' health, safety, and welfare.
- Management of Health and Safety at Work Regulations 1999: Requires employers to conduct risk assessments and implement measures to protect employees' wellbeing.
- Equality Act 2010: Protects from discrimination, including mental health-related.
- Children and Families Act 2014: Supports flexible work arrangements and caregiver support.
- Mental Health Act 1983: Provides appropriate care for mental health conditions.

## **Guidelines for implementation**

### **The Trust Board, LGB and Senior Leadership Team**

- Promote a school ethos where all staff are valued and Gospel Values are the cornerstone of all school relationships.
- Provide opportunities for personal, professional and spiritual development.
- Operate a positive (Performance Management/ Appraisal) process.
- Provide a non-judgmental and confidential support system (e.g. through induction mentors, workplace buddies, counselling, etc.)
- Promote information about and access to supportive services. (e.g. Education Support Partnership)
- Provide extra support during certain times of particular challenge and/ or difficulty (e.g. OFSTED Inspections).
- Respond sensitively and flexibly to external pressures that impact on staff lives, whilst at the same time ensuring the efficient running of the school.

- Maintain contact with staff when they are absent for long periods (through an appropriate person).

### **Implementation of the staff wellbeing policy**

As a Catholic Trust, Christ is at the centre of all we do. The trust will implement the policy in the following ways:

- All staff to act as role models
- Governors are responsible for mental wellbeing of all staff
- School to have a wellbeing lead/champion/team
- A named wellbeing co-ordinator to ensure that the school environment continues to promote staff well-being, and alert SLT and governors if this becomes compromised.
- Wellbeing to be a regular agenda item for staff and governor meetings
- Decision making processes are clearly understood and supported by staff.
- Opportunities are provided for all staff to socialise and relax with each other, in both formal and informal contexts.
- New staff are supported with an appropriate level of induction.
- Leaders and governors to promote an open listening culture that responds quickly to problems.
- Provision of a welcoming culture that is supportive and sensitive to all issues (e.g. race, gender, identity, culture and disability).
- Maintenance of a quality environment (e.g. access to refreshments, adequate seating and toilet facilities).
- Training for all staff on wellbeing

### **Wellbeing Initiatives**

Arrangements for implementing the wellbeing policy and stress prevention through good management practices include the following:

- Keep Christ at the Centre, Respect the dignity of all, Serve and be served
- Opportunities for spiritual growth – pray together or prayer partners
- Use precise job descriptions and person specifications to hire the right candidates.
- Maintain standards, such as Investors in People, to support organisational quality.
- Define and cascade key knowledge, skills, and behaviours expected of managers.
- Ensure staff possess essential skills through regular training programs.
- Implement fair processes for advancement and recognition.
- Encourage work-life balance with adaptable work arrangements.
- Train staff to provide peer support for mental health issues.
- Offer confidential counselling and Employee Assistance Programs.
- Regularly assess and address workplace stress factors, where appropriate, risks related to mental health crises, including suicide prevention.
- Conduct regular risk assessments to maintain a safe workplace environment.
- Encourage physical activity with subsidies and health checks.
- Implement clear procedures for performance evaluation and support for staff returning after illness.
- Inclusivity and Accessibility:
  - Disability Adaptations: Make necessary adjustments for staff with disabilities.
  - Anti-Harassment Policies: Enforce strict anti-bullying and anti-harassment procedures.

- Employee Communication: Keep staff informed on workplace developments and any relevant issues.
- Maternity and Family Support: Provide flexible work arrangements and contact days for staff on leave.
- Policy Updates: Continuously improve policies based on stress risk assessment findings and emerging needs.

#### **Monitoring and Evaluation**

- The effectiveness of this policy is assessed through feedback (including staff survey), monitoring absence trends, and reviewing stress and mental health incidents.
- The policy is reviewed every 2 years by the Trust Board.
- A report will be made to the Local Governing Committee of each School, by their Resources Committee. The LGC's will approve any revisions or amendments to the policy for recommendation to the OLOG Trust Board.

#### **Confidentiality**

All wellbeing matters are confidential, with personal data managed per the Data Protection Act 2018 and GDPR.

#### **Support and Resources**

- This policy needs to be read in conjunction with other school policies (in particular whistleblowing, sickness, absence, health and safety, positive handling and appraisal policies)
- The Trust will discuss options and provide support as appropriate to circumstances.
- The Trust will signpost relevant support
- The Trust will consider options for managing workload and duties differently during challenging or emotional periods

#### **Further Information:**

Knowledge, Skills and Behaviour's framework:

- <http://www.hse.gov.uk/research/rrpdf/rr553.pdf>
- <http://www.mindtools.com/pages/article/being-effective.htm>

Management Standards for Work-related Stress:

- <http://www.hse.gov.uk/stress/standards/>

Trade Unions under the provisions of the Safety Representatives and Safety Committee Regulations 1977:

- <http://www.hse.gov.uk/involvement/1977.htm>

Helpline dedicated to schoolteachers and staff in FE and HE:

- <http://teachersupport.info/>
- <http://www.investorsinpeople.co.uk/>

#### **Communication**

This policy will be available through the Trust's communication channels, including the staff handbook and intranet.