



WELLBEING POLICY

Version: 1
Reviewed By: Director of HR
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Introduction and Scope

The purpose of this policy is to support all staff with their mental health and wellbeing by providing internal initiatives support and access to external organisations.

Common Room Subs

This fund is run by the Common Room and all teaching staff are invited to join. The fund supports gifts for leaving presents and cards and it also funds the staff Christmas and Summer social events.

To join, please speak to Keith Cox and deductions are made in September of each year through payroll.

Communications (Mind Matters)

The Common Room Committee is responsible for producing a regular bulletin, Mind Matters, to promote wellbeing and staff engagement across the College. Keith Cox is the lead for 2021/22.

Facilities

There are two staff rooms; one situated in the Prep School and one situated below School House. All members of staff have access to staff toilet facilities and must remember to use adult only or staff designated facilities.

All staff can use the conditioning suite, taking care to avoid the times of day our students wish to use this facility.

Lunch is provided for all staff during term time. This is available in the Refectory. Staff are encouraged to spend time away from their desks, or working spaces.

Breakfast and Dinner is provided for staff who assist with boarding duties.

Tea and coffee is widely available to all staff within different staff rooms and staff kitchens.

The College offers free car parking to all staff and bike racks are available for use outside of the Medical Centre.

Workload

All teaching staff are given a generous non-contact time.

Our working year comprises 170 days (inclusive of INSET) compared to 195 working days in the state sector.

Teaching staff are able to request cover through the Assistant Head (Digital Learning) and wherever possible, the College will use existing staff and care is taken to share cover as evenly as possible with the whole faculty. The College can provide supply cover when needed to ensure that pupil needs are met.

The Senior Leadership Team and Governing Body are keenly aware of workload and try to minimise this wherever practicable.

Leave of Absence

We are a family focussed School and any member of staff requiring to take time away to support their families will be offered the appropriate support. More information can be found under 'Leave for Dependents' in the staff handbook.

Long Term Absence

Colleagues taking a period of long term absence (3 months or longer) due to mental health will be treated in the same way as other employees taking long term absence.

Regular communication will be in place with staff and help and support is available from:

Help and Support

Employee Assistance Programme

The College provides an Employee Assistance Programme through Marsh.

This is a confidential service which can be accessed 24 hours a day, 365 days of the year by calling **0344 893 9012** and quoting the policy number '**UCCMK5628967**'.

Six counselling sessions can also be accessed by calling the above number.

Other forms of support can be found below;

Mind - **0300 123 3393**

The Samaritans – **116 123**

Education Support – **08000 562 561**

Medical Centre

The College has a medical centre with dedicated School Nurses. Staff are encouraged to visit the medical centre for access to support.

Mental Health First Aiders

The College aims to have all medical centre, house parents and safeguarding leads trained as Mental Health First Aiders. This will encourage staff to seek help from a colleague. The role of a Mental Health First Aider is not to diagnose but to provide support and guidance for the member of staff seeking help.

Crisis Plan

For colleagues who feel their mental health requires additional support, the College will produce a crisis plan to include; key triggers, details of any medication and contact numbers of next of kin/emergency contacts. The crisis plan will be produced with full input and consent from the member of staff it applies to.

Wellbeing Calendar

The College will focus on three different areas of wellbeing each term;

Michaelmas – Mental Wellbeing

Lent – Financial Wellbeing

Summer – Physical Wellbeing

Wellbeing Animals

At present, the College does not invite wellbeing animals into School for pupils, however, if we did, we would fully consult staff with regards to concerns, allergies, etc.

Feedback and Staff Surveys

Termly surveys will be sent to all staff to capture feedback, ideas and suggestions to support all staff wellbeing.

Members of the Senior Leadership Team can provide a listening ear, and offer support and advice.