



STAFF WELL-BEING

In order that all students have individualised, specialist and outstanding provision, Frank Wise must have a happy and motivated staff who see professional development as fundamental to their role. The foundations for this is to ensure that we consider and plan for staff well-being.

We recognise that work can bring with it a level of stress and anxiety at times. Whilst this is usually dealt with informally and appropriately by staff for example, seeking advice and support from other members of the team, there are occasions when these feelings might be more persistent in strength or time. We encourage that staff share these experiences and know that they are supported in finding ways to resolve them.

Mild and brief episodes of worry can sometimes be more sustained. In the U.K. one in four people will experience some kind of mental health problem in the course of a year. This often manifests itself as anxiety and depression. Whilst we do not have professionals within school who are able to counsel staff, we are fully committed to supporting staff in seeking help and in their return to good health.

At Frank Wise School, we recognise that not only can the job be stressful at times but that there may be circumstances outside of school that are having an impact on how staff feel. We want staff to know that they will not be judged or treated differently because of this and that there are systems in place to support them. They should know that there are people within school who they can speak to and that they do not have to cope alone.

Training

As part of the Induction Process, staff are offered a brief insight into understanding and managing stress. This is delivered by a member of the SLT and covers what is stress, how is it different from pressure, how to identify the signs of stress and ideas on creating personal coping strategies. Every member of staff, also has access to a range of external support systems including The Schools' Advisory Service.

Supporting Staff

We recognise that a member of staff who is experiencing mental well-being problems may exhibit behaviours that are different from their normal self. They may lose confidence, gain in confidence, appear demotivated or uncharacteristically agitated. Without exception, they will not be judged on this, but will be offered support from within school and then externally by professionals. This would be a staged process and a member of staff knowing that they are being supported internally may be enough. Each person will be treated as an individual and the support they require will be led by them.

There may be times when school feels that a member of staff requires support and they actively resist this. In this case, if the concern for that person is sustained over a period of time and is being expressed by several different sources, then school will take action for the collective well-being of the school and the long-term health of the individual concerned. The procedure detailed below will be followed.

Confidentiality

We recognise that all matters relating to a person's mental health are confidential and will not be shared across the school without that person's consent. At Frank Wise School we have two designated people - one male and one female - to whom staff may go to if they are feeling anxious, stressed or depressed and to whom others may go if they have concerns about a colleague. In this way, information can be kept in one place and disclosed to others on a need to know basis.

- * All staff should be aware that we cannot promise confidentiality if information given has a direct impact on their day to day role within school
- * We will always undertake to keep a 'plan of action' confidential between the member of staff and the designated person / people
- * We may contact Oxfordshire Mind for a 'no names' consultation to ask for advice on how to proceed
<http://www.oxfordshire-mind.org.uk/help/yourarea/Banbury>

Procedures

We have two designated members of the senior leadership team who are there to offer support and provide an opportunity to talk through any anxieties a member of staff may have. We recognise that this could be provided by another trusted colleague but if that colleague were to become concerned for another person's well-being they would know who to go to.

With a clear system in place, we hope to reduce informal discussions about another person's well-being that could take place around school. If there is a concern, there is one person to talk to. This is in line with our high expectations of professional conduct.

If a member of staff disagreed that they were experiencing a mental health problem and we still had concerns for their well-being we would inform them that we are going to consult external bodies such as occupational health and Oxfordshire Mind.

Reviewed by: Lara Hughes

Date: July 2014

Approved by Governors:

Date: 22nd October 2014



STAFF WELL-BEING Flow Chart

I am concerned about a colleague

I am aware I am feeling stressed / anxious / worried

Contact designated person
(one of two people)

Designated person will log concern / disclosure on the confidential database along with plan of action and immediate outcome

Meeting with Person

Designated person will:

- * Ascertain how they are
- * Give information on other services if they require it
- * Refer them to other professionals including school nurse and parties covered by insurance
- * Plan second meeting
- * Create a short-term **plan of action** with person for both school and person

IF there are concerns regarding an employee that they refute, the designated person for staff well-being with:

- * Log attempts to have meetings and outcomes of any meetings
- * Contact Oxfordshire Mind for advice
- * Contact LA for advice on procedure
- * Ask person if they can speak to their next of kin / doctor