

# Health & Wellbeing Policy



## **BRADGATE** Education Partnership

**Approved by Trust Board:**  
**Review Date:**  
**Responsible Officer:**

December 2019  
December 2022  
Human Resources Manager



## **Trust Mission Statement**

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.

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## Related Policies and Procedures

- Sickness Absence Management
- Special Leave
- Family Friendly Policy
- Flexible Working Policy
- Health & Safety Policy
- Equality & Diversity Policy
- Teachers Pay Policy/Support Staff Pay Policy
- Whistleblowing Policy
- Grievance Policy
- Code of Conduct

## **1.0 Introduction**

- 1.1 Bradgate Education Partnership is committed to the health and wellbeing of all employees and aims to take steps in promoting a healthy and balanced lifestyle whilst supporting employees in being responsible for maintaining their own health and wellbeing.
- 1.2 The Trust is committed to providing working environments and management practices which promote employee wellbeing and good health.
- 1.3 The Trust encourages a balanced lifestyle for employees and aims to create an environment in which employees feel they are able to discuss health and wellbeing issues in the work place.
- 1.4 It is recognised by the Trust that healthy and well-motivated employees can have a positive impact on productivity and effectiveness of the education that we provide as an organisation. As such, the Trust is committed to providing and funding schemes and initiatives as part of the work of the Wellbeing Agenda to promote this environment, including the engagement of an appropriate Occupational Health Advisor, subscription to the Lifestyle Support Programme (or similar) and other chargeable services.
- 1.5 The Trust aims to ensure that the jobs and roles within the Trust are valued and purposeful which inevitably will lead to positive health and wellbeing.

## **2.0 Scope & Principles**

- 2.1 This policy applies to all employees of Bradgate Education Partnership.
- 2.2 The Trust also recognises its responsibilities and obligations to its wider workforce – volunteers, agency workers etc and therefore will where possible apply the policy to those workers also.
- 2.3 Separate policies and procedures exist to deal with different aspects of health and wellbeing and should be read in conjunction with this policy as appropriate for example the management of sickness absence/flexible working/health and safety policies.
- 2.4 The Trust aims to promote good practice in relation to both physical and mental health by actively promoting wellbeing activities and sharing success and best practice across the Trust.
- 2.5 The Trust will put in place a 'Health & Wellbeing Strategy' to be reviewed annually to ensure that health and wellbeing is being maintained and developed across the Trust. The aim of the strategy is to ensure that health and wellbeing is embedded throughout the organisation through management policies and procedures, support services, information networks and health promotions.
- 2.6 The Trust will operate a Health & Wellbeing Network with the aim to drive and support the wellbeing work and strategy of the Trust to ensure that it is integral to business operation.
- 2.7 The Trust will also comply with its legal obligations in relation to health and wellbeing aspects of employment.
- 2.8 This policy does not form part of any employee's contract of employment and it may be amended at any time following consultation with employees and recognised trade unions.

## **3.0 Trust's Mission Statement**

- 3.1 The Trust's mission statement is integral to the organisation's commitment to employee health and wellbeing, it is intended to provide a framework and purpose to all of our employees and to support them to achieve the common goals and aims across the Trust.

## 4.0 **Responsibilities**

### 4.1 **Chief Executive Officer & Director of Schools**

- 4.1.1 The CEO has the overall day to day responsibility for health and wellbeing matters and delegates the responsibility for undertaking aspects of these duties through line management and identified roles.
- 4.1.2 It is the responsibility of the CEO & DoS to ensure that this policy is adhered to and to ensure that good working practices are promoted throughout the Trust to encourage positive health and well-being of all employees.
- 4.1.3 The CEO & DoS will ensure that the importance of managing employee health and wellbeing is a strategic priority for the development of the Trust and will seek to engage Head Teachers in managing their schools in line with the Trust's mission statement and aims.
- 4.1.4 Both post holders will be responsible for leading and supporting the health and wellbeing strategy as appropriate within their remit Trust wide.

### 4.2 **Head Teachers/Principals**

- 4.2.1 Head Teachers/Principals will lead by example and ensure that a healthy working environment is maintained at each school.
- 4.2.2 They will take responsibility for creating an open culture to ensure that employees feel they are able raise their ideas and concerns with regards to improving and promoting the health and wellbeing of our employees.
- 4.2.3 The Head Teachers/Principals will ensure that initiatives, behaviours, systems and policies are embedded in the culture of each school.
- 4.2.4 A member of each academy Senior Leadership Team will be a member of the Trust Health and Wellbeing Network.
- 4.2.5 Head Teachers/Principals will also be responsible for engaging with the Trust's HR Manager on any specific employee cases for advice and guidance. Both parties will work together on implementing policies and procedures and the Trust's Wellbeing Strategy.
- 4.2.6 Head Teachers will also link their internal policies such as Teaching & Learning and Marking & Assessment Policies to this policy to ensure that workload is kept under review.

### 4.3 **Line Management (anyone with line management responsibilities within the Trust)**

- 4.3.1 It is acknowledged by the Trust that line managers play a significant role in the health, wellbeing, motivation and organisational commitment of our employees and so it is expected that line managers will acknowledge and deliver their role as a leader in this regard.
- 4.3.2 Line managers are responsible for:
  - 4.3.2.1 Engaging with the Trust's Wellbeing Strategy, ensuring that all employees within their key stages/faculties and/or teams are made aware of the steps being taken to ensure a healthy workplace is maintained;
  - 4.3.2.2 Promoting personal responsibility of employees to manage their own positive health and wellbeing;
  - 4.3.2.3 Ensuring that this policy and supporting procedures are followed and take advice when necessary;

4.3.2.4 Treating individuals with consideration and dignity, and promoting a culture of mutual respect within the teams they manage. They will not permit unacceptable behaviour and will take decisive action when issues are brought to their attention;

4.3.2.5 Encouraging employees to participate in events and initiatives undertaken by the Trust and individual academies to promote well-being and more effective working.

#### 4.4 **Employees**

4.4.1 Whilst the Trust takes ownership for its obligations towards employees for supporting and maintaining a healthy workplace and wellbeing, employees too are responsible for taking care of their own health and wellbeing. It is expected that employees where possible will:

4.4.1.1 Take care of their own health and wellbeing, ensuring that they are taking all necessary steps to secure full engagement with this policy;

4.4.1.2 Disclose any relevant health and wellbeing information to line management to enable the Trust to identify and implement any support measures to sustain attendance and support health and wellbeing;

4.4.1.3 Be mindful of their colleagues' health and wellbeing, ensuring that they do not knowingly or willingly do anything which may have an adverse health and wellbeing impact on others;

4.4.1.4 Take advantage, when necessary, of appropriate provision for health and wellbeing programmes which may include counselling, the Employee Support Programme, Occupational Health support and participating in training and other activities which are encompassed within the Trust's health and wellbeing strategy.

#### 4.5 **Human Resources**

4.5.1 The Trust's Human Resources Manager (HR) will be responsible for providing advice and guidance on the health and wellbeing strategy and any associated policies.

4.5.2 The HR Manager will also support the CEO, Director of Schools and Head Teachers in the management of employee relations cases in a way that reflects the Trust's approach to health and wellbeing.

4.5.3 The HR Manager will also be responsible for supporting the Senior Leadership Team in driving and implementing the Trust's Wellbeing Strategy, ensuring that a healthy working environment is promoted at every opportunity.

4.5.4 The HR Manager will also chair the Trust's Health & Wellbeing Network.

#### 5.0 **Health & Wellbeing Strategy**

5.1 The Health and Wellbeing Strategy will be led by the CEO.

5.2 The development of the strategy will be undertaken by the Trust's HR Manager with significant input from the Director of Schools, Senior Leaders, the Health and Wellbeing Network and employees.

5.3 It will have key targets and milestones set out and will be reviewed annually.

5.4 The Health & Wellbeing Strategy will be built around the CIPD Key Domains of Wellbeing (**Appendix 1**)

5.5 The strategy will also link with statutory obligations in relation to:

- 5.5.1 Health & Safety
- 5.5.2 Flexible Working
- 5.5.3 Family Friendly (maternity/paternity etc)
- 5.5.4 Equality & Diversity
- 5.5.5 Sickness absence management
- 5.5.6 Statutory entitlements to leave of absence

## **6.0 Measurement**

- 6.1 The performance of health and wellbeing within the organisation will be measured via (not limited to):
  - 6.1.1 Sickness absence data
  - 6.1.2 Employee turnover data
  - 6.1.3 Exit interviews
  - 6.1.4 Gender pay gap reporting
  - 6.1.5 Equality pay gap reporting
  - 6.1.6 Annual employee survey

## **7.0 Resources**

- 7.1 Useful resources which can provide information, advice and guidance will be developed alongside the Health & Wellbeing Strategy.
- 7.2 Internal communications from the Health & Wellbeing Network will be developed to signpost employees to relevant resources, updates and initiatives.
- 7.3 **Appendix 2** provides a list of links/contact details for organisations that can provide support for specific issues for example stress/anxiety, drug and alcohol abuse.
- 7.4 In addition, the Trust works in partnership with Trade Unions colleagues. Some of these offer practical support in the form of training courses, advice and member benefits, including confidential financial and welfare support. Please refer to **Appendix 3** for trade union contact details. The Trust regularly meets and consults with recognised trade unions and supports trade union membership amongst our employees. Our internal Trade Union Representatives will be invited to the Health & Wellbeing Network.

## **8.0 Support for Employees**

- 8.1 The Trust will continue to adopt and develop a working environment that provides reasonable support for its employees in all manner of ways. This will mainly be done via positive line management relationships and training will be provided for line managers as appropriate. In addition to this the Trust does provide an Employee Support Programme which provides confidential online, telephone and face to face counselling for all employees and their family members, more information is provided in **Appendix 4**.

## Appendix 1 – Key Domains of Wellbeing (CIPD)



### 1. Health

#### Physical health

Health promotion, good rehabilitation practices, health checks, well-being benefits, health insurance protection, managing disability, occupational health support, employee assistance programme.

#### Physical safety

Safe working practices, safe equipment, personal safety training.

#### Mental health

Stress management, risk assessments, conflict resolution training, training line managers to have difficult conversations, managing mental ill health, occupational health support, employee assistance programme.



### 2. Good work

#### Working environment

Ergonomically designed working areas, open and inclusive culture.

#### Good line management

Effective people management policies, training for line managers, sickness absence management.

#### Work demands

Job design, job roles, job quality, workload, working hours, job satisfaction, work-life balance.

#### Autonomy

Control, innovation, whistleblowing.

#### Change management

Communication, involvement, leadership.

#### Pay and reward

Fair and transparent remuneration practices, non-financial recognition.



### 3. Values/Principles

#### Leadership

Values-based leadership, clear mission and objectives, health and well-being strategy, corporate governance, building trust.

#### Ethical standards

Dignity at work, corporate social responsibility, community investment, volunteering.

#### Diversity

Diversity and inclusion, valuing difference, cultural engagement, training for employees and managers



### 4. Collective/Social

#### Employee voice

Communication, consultation, genuine dialogue, involvement in decision making

#### Positive relationships

Management style, teamworking, healthy relationships with peers and managers, dignity and respect.



## 5. Personal growth

### **Career development**

Mentoring, coaching, performance management, performance development plans, skills utilisation, succession planning.

### **Emotional**

Positive relationships, personal resilience training, financial well-being.

### **Lifelong learning**

Performance development plans, access to training, mid-career review, technical and vocational learning, challenging work.

### **Creativity**

Open and collaborative culture, innovation workshops.



## 6. Good lifestyle choices

### **Physical activity**

Walking clubs, lunchtime yoga, charity walks.

### **Healthy eating**

Recipe clubs, healthy menu choices in the canteen.



## 7. Financial well-being

### **Fair pay and benefit policies**

Pay rates above the statutory National Minimum/Living Wage, flexible benefits scheme.

### **Retirement planning**

Phased retirement such as a three- or four-day week, pre-retirement courses for people approaching retirement.

### **Employee financial support**

Employee assistance programme offering debt counselling, signposting to external sources of free advice (for example, Citizens Advice), access to independent financial advisers.

## Appendix 2 – Useful Resources

Organisation	Contact Details
<b>Mental Health</b>	
Mind For Better Mental Health	Website: <a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a> Telephone: 0300 1233393 Text: 86463 Webchat: <a href="https://www.mind.org.uk/information-support/helplines/">https://www.mind.org.uk/information-support/helplines/</a>
Samaritans	Website: <a href="https://www.samaritans.org/">https://www.samaritans.org/</a> Call: 116123 Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a>
Mental Health Foundation	Website: <a href="https://www.mentalhealth.org.uk/">https://www.mentalhealth.org.uk/</a>
NHS England	Website: <a href="https://www.england.nhs.uk/mental-health/">https://www.england.nhs.uk/mental-health/</a>
Rethink Mental Illness	Website: <a href="https://www.rethink.org/aboutus/what-we-do/advice-and-information-service/">https://www.rethink.org/aboutus/what-we-do/advice-and-information-service/</a>
The British Psychological Society	Website: <a href="https://www.bps.org.uk/public">https://www.bps.org.uk/public</a>
CALM – Campaign Against Living Miserably	Website: <a href="https://www.thecalmzone.net/">https://www.thecalmzone.net/</a> Telephone: 0800 585858 Webchat: <a href="https://www.thecalmzone.net/help/webchat/">https://www.thecalmzone.net/help/webchat/</a>
Mental Health Apps	<a href="https://www.nhs.uk/apps-library/category/mental-health/">https://www.nhs.uk/apps-library/category/mental-health/</a>
National Suicide Prevention Lifeline	Website: <a href="https://suicidepreventionlifeline.org/">https://suicidepreventionlifeline.org/</a> Telephone: 08002738255
<b>Diet/Lifestyle</b>	
British Heart Foundation	Website: <a href="https://www.bhf.org.uk/">https://www.bhf.org.uk/</a> Telephone: 0300 330 3311
This Girl Can	Website: <a href="https://www.thisgirlcan.co.uk/">https://www.thisgirlcan.co.uk/</a> Telephone: 0116 254 9568 Email: <a href="mailto:info@bps.org.uk">info@bps.org.uk</a>
Couch to 5k	Website: <a href="https://www.nhs.uk/live-well/exercise/couch-to-5k-week-by-week/">https://www.nhs.uk/live-well/exercise/couch-to-5k-week-by-week/</a>
NHS Live Well	Website: <a href="https://www.nhs.uk/live-well/">https://www.nhs.uk/live-well/</a>
NHS Weight Loss Plan	Website: <a href="https://www.nhs.uk/live-well/healthy-weight/start-the-nhs-weight-loss-plan/">https://www.nhs.uk/live-well/healthy-weight/start-the-nhs-weight-loss-plan/</a>
NHS Fitness Studio	Website: <a href="https://www.nhs.uk/conditions/nhs-fitness-studio/">https://www.nhs.uk/conditions/nhs-fitness-studio/</a>
<b>Addiction</b>	
Smoking Cessation – Quit with Help	Website: <a href="https://www.quitwithhelp.co.uk/index.html">https://www.quitwithhelp.co.uk/index.html</a> Website: <a href="https://www.nhs.uk/smokefree">https://www.nhs.uk/smokefree</a>
Alcoholics Anonymous	Website: <a href="https://www.alcoholics-anonymous.org.uk/">https://www.alcoholics-anonymous.org.uk/</a> Telephone: 0800 9177650

	Email: <a href="mailto:help@aamail.org">help@aamail.org</a>
Al Anon – Family Members Affected by Someone Else’s Drinking	Website: <a href="https://www.al-anonuk.org.uk/">https://www.al-anonuk.org.uk/</a> Telephone: 0800 0086811 Email: <a href="https://www.al-anonuk.org.uk/send-an-email/">https://www.al-anonuk.org.uk/send-an-email/</a>
GamCare	Website: <a href="https://www.gamcare.org.uk/">https://www.gamcare.org.uk/</a> Telephone: 0808 8020133 Forum & Chatroom available on the website
Gordon Moody Association – Gambling Addiction Support	Website: <a href="https://www.gordonmoody.org.uk/">https://www.gordonmoody.org.uk/</a> Contact: 01384 241292 Email: <a href="mailto:help@gordonmoody.org.uk">help@gordonmoody.org.uk</a>
Narcotics Anonymous – Drug Addiction	Website: <a href="https://ukna.org/">https://ukna.org/</a> Telephone: 0300 9991212
<b>Bereavement Support</b>	
Cruse Bereavement Care	Website: <a href="https://www.cruse.org.uk/">https://www.cruse.org.uk/</a> Telephone: 0808 808 1677
MacMillan Cancer Support	Website: <a href="https://www.macmillan.org.uk/information-and-support/coping-at-the-end-of-life/coping-with-bereavement">https://www.macmillan.org.uk/information-and-support/coping-at-the-end-of-life/coping-with-bereavement</a> Telephone: 0808 808 0000
<b>Domestic Abuse</b>	
National Domestic Abuse Line	Website: <a href="https://www.nationaldahelpline.org.uk/">https://www.nationaldahelpline.org.uk/</a> Telephone: 0808 2000 247
Women’s Aid	
Galop (for lesbian, gay, bisexual and transgender people)	Website: <a href="http://www.galop.org.uk/">http://www.galop.org.uk/</a> Telephone: 0800 999 5428 Online Referral: <a href="http://www.galop.org.uk/report/">http://www.galop.org.uk/report/</a>
Men’s Advice Line	Website: <a href="http://www.mensadvice.org.uk/">http://www.mensadvice.org.uk/</a> Telephone: 0808 8010327 Email: <a href="mailto:info@mensadvice.org.uk">info@mensadvice.org.uk</a> Webchat: <a href="https://secure.callhandling.co.uk/cc2/WebChat/NewIndex">https://secure.callhandling.co.uk/cc2/WebChat/NewIndex</a>
Mankind Initiative	Website: <a href="https://www.mankind.org.uk/">https://www.mankind.org.uk/</a> Telephone: 01823 334244
<b>Debt Support</b>	
Citizens Advice	Website: <a href="https://www.citizensadvice.org.uk/debt-and-money/help-with-debt/">https://www.citizensadvice.org.uk/debt-and-money/help-with-debt/</a>
Money Saving Expert	Website: <a href="https://www.moneysavingexpert.com/">https://www.moneysavingexpert.com/</a>
Debt Support Service	Website: <a href="https://debtsupportservice.co.uk/">https://debtsupportservice.co.uk/</a> Telephone: 0800 9788495 Email: <a href="mailto:info@debtsupportservice.co.uk">info@debtsupportservice.co.uk</a>
Step Change	Website: <a href="https://www.stepchange.org/">https://www.stepchange.org/</a> Telephone: 0800 138 1111

## Union Contact Details

### Support Staff Unions

#### **GMB Union**

National Telephone Contact: 020 7391 6700  
National Email Contact: [info@gmb.org.uk](mailto:info@gmb.org.uk)

Leicester Office Telephone Contact: 0116 2324515  
Email Contact: [midland.membership@gmb.org.uk](mailto:midland.membership@gmb.org.uk)

#### **Unison**

Telephone: 0800 0 857 857  
Email: [eastmidlands@unison.co.uk](mailto:eastmidlands@unison.co.uk)

#### **Unite**

Telephone: 01332 548 400  
Email: [membership.eastmids@unitetheunion.org](mailto:membership.eastmids@unitetheunion.org)

#### **Voice (Support & Teaching Union)**

Telephone: 01332 372 337  
Email: [contact@voicetheunion.org.uk](mailto:contact@voicetheunion.org.uk)

### Teaching Unions

#### **ASCL**

Telephone: 0116 299 1122  
Email: [hotline@ascl.org.uk](mailto:hotline@ascl.org.uk)

#### **National Education Union**

Telephone: 0115 8386707  
Email Form: <https://neu.org.uk/form/contact-neu-head-office>

#### **National Association of Head Teachers**

Telephone: 0300 30 30 333  
Email: [info@naht.org.uk](mailto:info@naht.org.uk)

#### **NASUWT**

Telephone: 03330 145550  
Email: [advice@mail.nasuwt.org.uk](mailto:advice@mail.nasuwt.org.uk)



This helpline offers you and your family counselling and advice on a variety of personal, family or workplace issues.

The service is paid for by your employer and is provided by a professional organisation, *Wellbeing Solutions Management*. There is no cost to you and all calls are confidential.

Whatever our age, background or role in life, from time to time we all have problems – whether personal, family, or work-related. Talking to a counsellor or an advisor can help us understand a problem, try a different approach or just learn how to cope with a situation that we can't change. Our aim is to help you find your own solution to whatever is worrying you.

### Confidentiality

This is a confidential and anonymous service provided by an independent organisation. No personal or identifying information is communicated to your employer.

Only in the most extreme and unusual circumstances would your confidentiality and anonymity ever be broken, for example, if our clinical professionals considered that you may be a significant danger to yourself or others around you. In these circumstances, you would be informed when this happens.



Legal



Older People



Emotions



Money



Work



Relationships



Health



Addictions



Family



## How to get Support

### Making Contact:

You and any family member (living at your address and aged over 16) can contact the Employee Assistance Helpline 24-hours a day, 365 days a year. We'll ask for the name of your employer and a convenient time for one of our counsellors or advisors to call you back.

Alternatively you can book an appointment online: [employeeassistance.org.uk](http://employeeassistance.org.uk)

### Emotional Support:

If you would like the support of a counsellor, we will arrange a telephone counselling session at a time to suit you. Our counsellor may recommend further counselling sessions to help you overcome a more troubling issue.

### Practical Advice:

If you need professional advice or factual information on any legal, money, health, work or personal issue, we can arrange for a free telephone consultation with one of our many specialist advisors.

24/7 freephone:

**0800 328 1437**

From outside the UK: +44 (0) 1482 661 814

Minicom: 01482 661 911 (8.30 am – 6.00pm)

Online:

**[employeeassistance.org.uk](http://employeeassistance.org.uk)**