



Glen Hills Primary School Stress Management Policy for Staff

POLICY STATEMENT

Stress is a complex and stressful issue that occurs when people become mentally, emotionally and/or physically distressed or disturbed, as a result of the ways a person perceives and reacts to pressures and demands.

The school, in acknowledging that people are our most valuable resource, is committed to promoting a work environment that is safe and healthy, supports an acceptable work-life balance and recognises the mutual responsibilities and rights of employers and employees. Therefore the school is committed to:

- Identifying potential sources of stress in the workplace and taking such action as is reasonably practical to eliminate or reduce their effect on people
- Supporting individuals in managing effectively stress experienced by themselves and others, whatever the cause

AIMS

In order to realise this commitment, the school has identified the following aims for the effective management of stress in the workplace:

- To increase general awareness of stress and methods available to combat its damaging effects
- To take action to identify and, so far as is reasonable, eliminate or reduce workplace stressors, whether associated with a person's work, or relationships with others, accepting that the effect will be different as to the people involved and over time
- To assist staff in managing the effects of stress in others, particularly people whose work they supervise, and in themselves, whether the cause is internal or external to their working environment
- To manage effectively problems that do occur, including the return to work of staff who have had problems with the effect of stress

ORGANISATION

Any strategy to manage stress effectively needs to be a partnership between management at all levels, individual members of staff, the LA, support services and the recognised staff associations.

The Governing Body has overall responsibility for ensuring a healthy and safe working environment for all staff

The Management Committee is responsible for monitoring the management of health and safety across the school and provides a forum for the consideration and resolution of corporate health and safety matters

The Finance and Management Committees are responsible for approving and monitoring the effectiveness of general staffing policies and procedures including those on grievance procedures and conditions of service

Individual members of staff have a duty to take reasonable care both of their own health and general fitness and of the health and welfare of others who could be affected by their actions. Should individuals find that they are experiencing stress at work they are encouraged strongly to discuss this with their line manager to seek assistance in reducing the stress and/or assisting in its management. It is understandable that individuals may find this difficult for a number of reasons including their perception that this may be seen as a weakness on their part. In this situation they can approach another member of the management team or seek assistance from one of the [support services](#) referred to in below.

Individual staff are encouraged also to support colleagues showing any signs of stress and to seek assistance in doing this through the routes described above

MONITORING

The following will be monitored to give an indication of on-going stress levels:

- Levels of sickness absence, frequency and duration
- Voluntary self-certification following all absence to establish any underlying causes in the school
- Turnover rates of staff
- Levels of early / ill-health retirement
- Reported incidents of actual or potential violence
- Class size

SOURCES OF SUPPORT

The LA and Diocesan counselling services are available to all staff without charge and individuals may contact the services direct for a confidential appointment or, with the individual's consent, be referred by their manager. A short series of anxiety management sessions can be offered where this is appropriate.

The LA provide an Occupational Health Service. Again this is a confidential service for staff. If a referral is made by an individual's manager, a report may be made to that manager with the express permission of the individual involved

Staff Associations offer support to their members who are experiencing stress which is impacting on their working situation. As well as providing access to specialist services, they are able to assist an individual in raising with their manager the issues that need to be addressed to reduce the stress they are experiencing

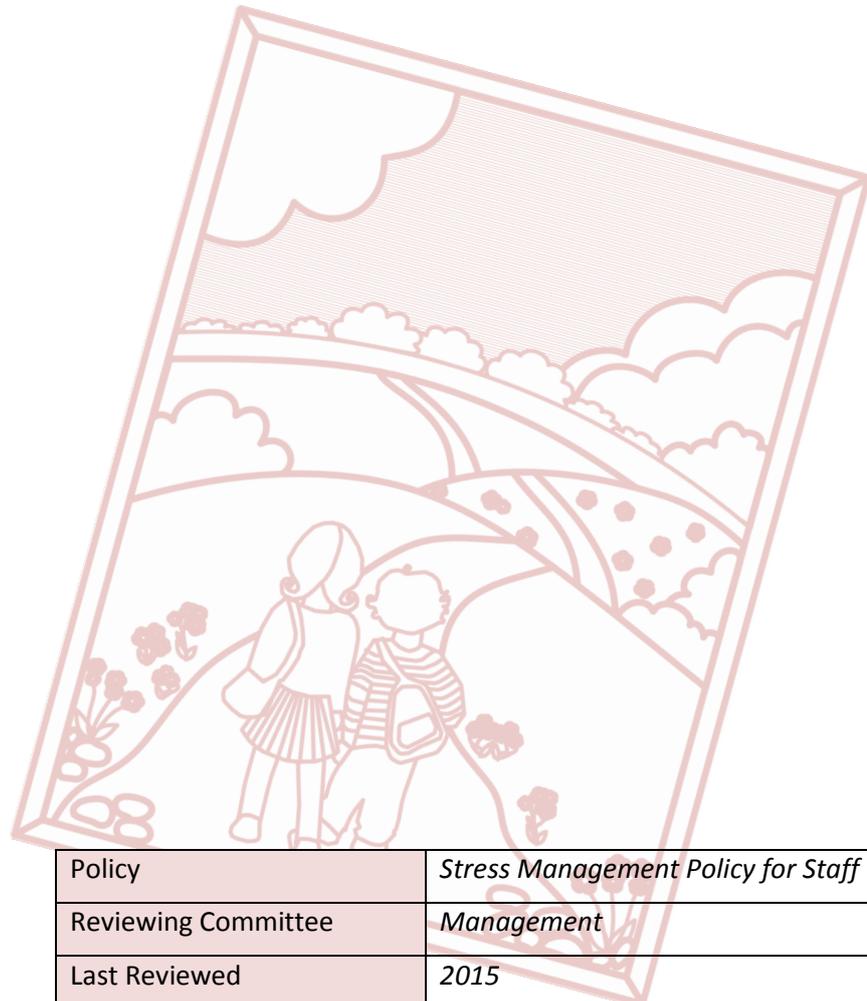
STAFF DEVELOPMENT

- New staff will be given a comprehensive induction programme with support available to them when they take up their post
- Staff will be allocated jobs for which they are suited, supported by clear roles and objectives and appropriate training
- Job descriptions will be clear and up to date
- Training needs will be identified through the performance management system

- All staff have a right to a programme of continuing professional development which will be monitored by the school
- The views of all workers will be consulted through regular meetings at which all groups are represented
- Decisions made by the management team will be clearly communicated to all relevant staff
- There is a grievance procedure to deal with any conflicts and grievances
- Staff are supported by the school's Behaviour Policy in dealing with any discipline problems
- When it is necessary for staff to work alone, appropriate mechanisms to support staff will be made

REVIEW

This policy is monitored by the governing body, and will be reviewed every four years or earlier if necessary.



Policy	<i>Stress Management Policy for Staff</i>
Reviewing Committee	<i>Management</i>
Last Reviewed	<i>2015</i>