

Stress Policy



Singleton C.E. Primary School

Effective from: *September 2023*

Signed by:

Next review date: September 2024

The Governing Body and the management of this school place a high value on providing a supportive working environment and on maintaining the health, safety and welfare of its employees at work.

It recognises that their wellbeing is important to the school's performance and to the education of the children whom we serve. Our school therefore, takes positive measures to encourage employees to be in the best health that they can be both physically and mentally.

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and working towards eliminating workplace stressors.

Primarily this policy is concerned with stress problems arising from the working environment, but we recognise that an employee's personal life may also lead to stress.

The school is committed to implementing this Policy for all employees in order to enable individuals to cope successfully with the demands and pressures in their lives, whatever the cause of their stress, by providing appropriate support to employees.

For the purpose of this policy, health and wellbeing is taken to include the promotion of positive mental health of all staff, and the prevention and management of problems such as stress, anxiety and depression.

Definition of stress

Stress is experienced when people cannot cope with the pressures and demands placed upon them. All work has its pressures and people vary in their capacity to cope with different types of pressure. Some levels of pressure, even when high, can be motivating and challenging. Pressures that can be responded to effectively are likely to lead to job satisfaction. However, pressures at a level where an individual cannot cope, or even too little pressure or challenge, are likely to result in stress.

The school will deliver this policy through:

- Improving the organisational environment through effective and sensitive management; developing working practices and procedures that reduce the factors which may lead to stress in the workplace and addressing the underlying causes of workplace stress.
- Implementing the HSE Management Standards for Work-Related Stress which provide a yardstick against which to measure performance in tackling the causes of work-related stress. [click here](#)
- Promoting the health, safety and wellbeing of all employees, including the use of risk assessments and health needs analysis to identify and reduce hazards impacting on the health of the workforce.
- The use of employee consultation to monitor and identify areas of the school where interventions could prevent or reduce health problems.

- Providing consistent, equitable and effective procedures to prevent and manage workplace health and wellbeing problems.
- Providing opportunities for employees to maintain and promote their health and wellbeing.
- The Governing Body undertakes to monitor levels of staff ill-health and absence on a regular basis, paying particular attention to workplace stress.
- The Governing Body accepts its duty to monitor and address levels of stress experienced by the Headteacher.

This policy should be seen as overarching other policies that are in place and can be considered as part of the school's positive approach to health and wellbeing.

These include:

- Equalities policies
- Health and safety policy
- Wellbeing Policy*

Principles

The school will ensure that all employees who experience health problems are treated fairly, sensitively, with respect and in accordance with the school's equal opportunities policy.

The school will aim to promote a positive and preventative rather than punitive approach.

The school will consult with trade union representatives on any proposed action relating to the prevention of ill health, stress and mental health problems.

Open communication will be encouraged and promoted, whilst the school will ensure that employees' confidentiality is respected.

The school will provide access to training for all managers and supervisory staff in good management practices.

Shared Responsibility

Progress can only be achieved through recognising that the promotion of positive health is a shared responsibility.

The school is a significant employer in the community and has a responsibility to ensure the continual development of a safe and healthy work environment and to create the conditions that enable staff to maintain and improve their health.

Management in the school has a responsibility to ensure that the promotion of the health of staff becomes a key part of the organisation's culture and that this is reflected in day-to-day work practices.

Staff have a responsibility for their own health, for developing an awareness of the factors that contribute to ill health, and for participating in the efforts to raise health standards.

Responsibilities

The Headteacher and the governing body are expected to:

- Demonstrate their commitment and support to this policy by ensuring that the principles and approaches to managing health and wellbeing are implemented.
- Reflect the policy's principles and approaches within their management practice.
- Conduct Risk Assessments on workplace stress based on the HSE Stress Management standards, and implement the recommendations which arise.
- Monitor the level of workplace stress in consultation with trade union representatives.

Line managers are expected to:

- Reflect the policy's principles and approaches within their management practice.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that staff are provided with clear and realistic objectives and that performance is managed effectively and fairly.
- Conduct and implement recommendations of risk assessments/health needs analysis within their areas and provide modification of work where it is known employees are stressed.
- Ensure that bullying and harassment are not tolerated within the workplace.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Follow the school's procedures and use appropriate support where necessary.

Employees are expected to:

- Support the school's Health and Wellbeing policy and initiatives.
- Raise issues of concern with their line manager, Safety Representative or the Council's Health and Wellbeing Service (tel. 01274 434246).
- Seek to safeguard their own health.

Support

In order to support this policy, the following Human Resources services are available to managers and employees.

- Employee Assistance Programme (EAP) Available for all School staff and Governors
Free 24 Hour Confidential Helpline 0800 028 0199
- Relevant Trade Unions.
- HSE website: www.hse.gov.uk/stress
- How to Tackle Work Related Stress document: [Click Here](#)