Aspire

Educational Trust

Policy for

Health and Wellbeing

Prepared by:	Approved by Board of Directors
HR Manager	**Summer 2023**

We are here to make great schools and happier, stronger communities so that people have better lives.

We do this by embedding our Values in everything we do:

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent and getting the job done!

The Trust is committed to a Whole Trust Approach to health and wellbeing, which includes pupils, parents/carers and staff. This policy focuses on the health and wellbeing of our staff. We aim to help our staff remain happy, healthy, productive and well. It is important to us that our staff feel energised at work, connected to a sense of common purpose, and that they feel equipped and able to thrive, succeed and achieve. We believe that health and wellbeing at work results from a culture where staff feel valued, influential, supported, trusted and listened to.

Our culture forms the foundation which our health and wellbeing depend upon. We believe that our culture results in a healthy and enjoyable working environment. It is a culture based on professional trust, recognising the complex and multi-faceted lives our employees have. We see our workforce as a team of unique individuals working towards a common goal. Leaders across the Trust are committed to ensuring workloads are manageable and that staff are able to enjoy their lives at work and outside of work, where they feel able to contribute and succeed, and achieve a healthy work-life balance. We recognise that there are times in people's lives where they may face challenges, and we aim to support them during those difficult times, with easy access to the support, information and time they may need to ensure they are able to meet those challenges resiliently.

We recognise that our staff may face challenges at work and outside of work, and we aim to provide support in a flexible way, encouraging staff to talk to their managers as their circumstances and needs change, enabling staff and managers to work together proactively to anticipate and respond to changing circumstances. In doing so, we hope that staff are better placed to manage challenges, feel positive at work and are able to continue working as their lives and circumstances shift.

PURPOSE AND SCOPE

The workplace should be a safe, engaging place for staff, where they feel they can contribute to a common purpose. We provide staff with information, access to resources, and support when they need it (e.g. our Employee Assistance Programme (EAP)). Senior Leaders are trained and supported to enable them to respond well to

staff when they reach out for support, equipping them to have good conversations. Managers and HR colleagues work together to ensure we take into account individual's unique circumstances, with discretion, care and understanding, whilst also remaining fair and consistent.

Our health and wellbeing areas cover 5 key areas and these are supported with a cultural of professional trust, Aspire Values and human connection:

Good Work	Physical Health	Mental and Emotional Health	Social Wellbeing	Financial Wellbeing

We take our duty of care seriously and we have effective health and safety controls in place, supportive policies and procedures, skilled and competent managers and leaders, and jobs which are satisfying, encouraging teamwork, creativity and accountability. We work closely with a range of external bodies, including trade unions, Occupational Health Services, the EAP, Education Support, Local Government Association and coaches and mentors supporting ECTs and apprentices.

Staff are encouraged to seek support before their health deteriorates to the point of either suffering with ill health at work or being absent from work due to poor health and wellbeing. Support can often enable staff to tackle health issues at an early stage, enabling them to remain at work and enjoy healthy lives outside of work. Whilst this minimises the risk of staff absence due to ill health it doesn't remove it, and where staff are absent from work due to ill health they will be treated with dignity, respect, sensitivity and care following our Supporting attendance Policy. It is recognised that high levels of attendance has a positive and significant impact on pupil experience. Sickness absence is not purely a response to illness or injury, but is also reliant on employee resilience, personal work and organisational factors. The Trust aims to ensure that staff are fully supported, focusing on preventative measures wherever possible, ensuring our schools are healthy places to work with support in place for those in need.

Below are details of some of the activities in place that under pin the 5 areas described above.

Health and Wellbeing Areas and Activities

Good Work	Manageable workloads
	Performance management linked to Employee Values
	Recruitment linked to Employee Values
	Facilities and resources needed to do the job.

	Appropriate pay, reward and recognition Policies and procedures that align with our culture and ethos
	A culture of mutual respect and staff treating each other well Open and effective two-way communication Removing barriers, encouraging collaboration across our schools, and simplifying systems and processes. Removing activities that add little or no value Equipping managers and colleagues to support one another (e.g. time to talk, asking twice, wellbeing days) Informal resolution wherever possible (e.g. management advice, mediation)
	Inclusive policies; Equality, Diversity, family friendly policies
	Mentoring, coaching and career development opportunities available. Career development, succession planning and professional development available for all professions across the trust. Training for managers including, having courageous conversations, giving and receiving feedback, performance management, peer to peer observations.
	Performance development reviews encourage all staff to celebrate what they have learned and how they continue to build on their learning and improve. Increased usage of the apprenticeship levy is encouraged to provide staff with opportunities to develop and gain qualifications at work Recognition and thanks for good work. Employee of the month nominations.
	Flexible working options, including working from home, leaving site during PPA and special leave
Physical Health	Time off to attend health appointments. Supportive return to work chats, phased return to work, collaboration between employees, managers, HR colleagues and Occupational Health specialists. Reasonable adjustments to enable staff to fulfil their roles.
Mental and Emotional Health	Working to remove the stigma relating to mental and emotional health and wellbeing
	Wellbeing Champions in school
	Policies and procedures providing support and guidance, encouraging staff to reach out and equipping managers and

	colleagues to respond appropriately (e.g. Menopause Policy, Bereavement Policy, Leave and Time off Policy)
	Mental Health First Aiders, stress risk assessments
	Training and guidance for managers regarding having courageous conversations
	Employee Assistance Programme
Social Wellbeing	Opportunities to network and connect (e.g. training days/joint working groups, invitations to meet with CEO/Executive Team),
	Staff rooms equipped to encourage breaks and chats with colleagues Communications up, down and across the organisation, providing staff with various opportunities to have a voice and influence the future direction (e.g. staff surveys, Team Meetings, working groups, CEO sessions, new employee induction, whole trust INSET days)
	Positive working relationships with colleagues, managers and leaders, based on our ethical leadership qualities Collaboration and a team ethos where we work together to achieve our goals and values.
	Encouraging the right to disconnect.
Financial Wellbeing	Fair and transparent remuneration practices (e.g. Pay Policy)
	Various options for paid leave (e.g. special leave/medical appointments)
	Support for staff considering/preparing for retirement
	Payroll Team available to have discussions regarding pension/flexible working
	Flexible working requests encouraged to support phasing into retirement/managing changing home life circumstances
	Vacancies advertised internally, providing staff with opportunities for career development