



Stress and Wellbeing Policy

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Good Practice

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Definitions

In this **Stress and Wellbeing Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- I. **'The Romero Catholic Academy'** means the Company named at the beginning of this **Stress and Wellbeing Policy** and Procedure and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Term.**
- II. **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- III. **'Board'** means the board of Directors of the Romero Catholic Academy.
- IV. **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- V. **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- VI. **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- VII. **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- VIII. **'Local Academy Committee'** means the governing body of the School.
- IX. **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- X. **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- XI. **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- XII. **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- XIII. **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- XIV. **'Stress'** is defined as the adverse reaction people have to excessive pressures or other types of demand placed on them. Stress is distinctly different from pressure, which can be a motivator. Pressure turns into stress when people feel unable to cope.

1. Purpose

The Romero Catholic Academy is committed to maintaining a working environment that promotes the health, safety and wellbeing of the organisation and its employees.

This policy sets out the Academy's intention to ensure that all workplace risks are managed appropriately, including the management of work-related stress. It will manage and control factors, which might result in stress at work through effective and consistent management. Managers will carry out suitable and sufficient risk assessments for workplace activities, which present significant risk and will take action to reduce those risks.

The Academy recognises that personal stress can have an adverse effect on staff wellbeing and the organisation, so it will make every effort to support staff in managing stress irrespective of its source. It will also ensure that regular communication takes place between any absent member of staff and their manager to enable the organisation to provide as much support as is necessary and relevant to aid recovery and return to work.

2. Scope

The policy applies to all employees of the Romero Catholic Academy. Third parties (including temporary workers, agency workers, volunteers, and contractors) are also required to comply with this policy. This policy takes account of the Romero Catholic Academy's obligations under the Employment Rights Act 1996, the Protection from Harassment Act 1997, the Working Time Regulations 1998, and the Equality Act 2010.

3. Roles and Responsibilities

3.1 Definition of Stress

Stress is defined as the adverse reaction people have to excessive pressures or other types of demand placed on them. Stress is distinctly different from pressure, which can be a motivator. Pressure turns into stress when people feel unable to cope.

3.2 Roles and Responsibilities

3.2.1 The Local Academy Committee and Board of Directors are accountable for:

- The Local Academy Committee and Board of Directors are ultimately responsible for ensuring that processes and policies are in place to identify and manage work related stress. Furthermore, the Local Academy Committee and Board of Directors are responsible for agreeing the necessary policy framework and receiving reports.

3.2.2 Line Managers are responsible for:

- Ensuring that the Stress & Wellbeing policy is applied within their departments.
- Ensuring that their direct reports are aware of the Stress & Wellbeing Policy.
- Acting on any concerns of work-related pressures as soon as these are identified or raised by staff.
- Completing stress risk assessments with any members of staff showing signs of stress.
- Implementing recommendations of risk assessments, taking action to eliminate or reduce workplace risks.
- Ensuring staff are fully trained to carry out their duties.
- Carrying out annual appraisals and regular one to ones, to monitor workload and help identify any stress or wellbeing concerns.
- Monitoring working hours and overtime to ensure that staff are not overworking.
- Monitoring annual leave to ensure that staff are taking their full entitlement.
- Ensuring bullying and harassment is not tolerated within their department.

- Making staff aware of the Employee Assistance Programme via BHSF.
- Being vigilant and offering additional support to staff experiencing stress outside work.
- Responsible for notifying HR of any staff members showing signs of stress.

3.2.3 School Business / Office Manager is responsible for:

- The School Business / Office Manager is responsible for recording any absence on Arbor (School System) and Cintra (HR System).

3.2.4 Human Resources are responsible for:

- Giving guidance to Line Managers on the implementation of the policy and other associated policies.
- Providing advice and support to managers on recognising and managing stress.
- Supporting welfare meetings and absence management meetings.
- Carrying out pre-employment health screening.
- Collating absence data.
- Ensuring that employees absent from work due to work related stress are referred to Occupational Health.
- Making staff aware of the Employee Assistance Programme via BHSF.
- Advising the Local Academy Committee and Board of Directors on stress related issues within the academy.

3.2.5 Staff are responsible for:

- Complying with contractual responsibilities to take reasonable care to avoid injury (including psychological harm).
- Informing their manager if problems arise which could increase the health and safety risk at work, so that appropriate support can be put in place.
- Co-operate with their managers in the completion of stress risk assessments in the workplace.
- Supply information requested by HR of any relevant, current, or previous health conditions, which will be held in medical confidence. This will enable appropriate guidance to be given by Occupational Health Practitioners for the purpose of undertaking workplace risk assessments.

3.3 Preventing and Managing Workplace Stress

There are a number of things that the Academy do to help prevent workplace stress and reduce sickness absence including:

- Good communication with staff, particularly during periods of organisational change.
- Health and wellbeing is discussed with staff at one to one meetings; team meetings and at the annual appraisals.
- Managers ensure that there is careful planning of tasks, delegating work appropriately and making sure any additional resources needed, such as equipment or training are available.
- To aid wellbeing, we encourage no emails from Friday at 7pm through to 4pm Sunday, to encourage rest time.
- Unacceptable behaviour is not tolerated and that any incidents of bullying and harassment are dealt with promptly.
- Return to Work interview with individuals after each incident of absence is carried out as soon as possible following their return.
- Staff are sign posted to the most appropriate support in a timely way.
- Wellbeing meetings take place where there are concerns of stress and wellbeing of an employee.
- Referrals to Occupational Health are made for medical advice where necessary.

- Counselling is offered where it may be beneficial.
- Analysis of sickness absence is carried out by HR to determine any stressors which are common across the Academy.
- Risk assessments are completed as soon as an individual shows signs of stress.
- Team risk assessments are completed prior to periods of organisational change taking place, for example a restructure.
- The Academy has a number of trained Mental Health First Aiders for staff to approach.
- The Romero Catholic Academy has a wellbeing steering group that meet termly to discuss wellbeing initiatives. The wellbeing group consists of the PE & Wellbeing Co-ordinator, Academy Business Director, Human Resources, and a school representative.

Employees also have a key role to play in helping to reduce work related stress. They should take the opportunity to raise issues of concern, which they believe may lead to work related stress with their line manager at the earliest opportunity so that preventative measures can be put in place.

4. Links to other policies and websites

This Stress and Wellbeing Policy is linked to our;

- Bereavement Policy
- Special Leave of Absence Policy
- Annual Leave Policy
- Romero website
 - www.romeromac.com/wellbeing

5. Monitoring and Review

The Board of Directors delegate the implementation of this policy to the Academy Committee.
This policy will be reviewed by CC2 Strategy, People and Organisational Development.

Appendix – Stress Risk Assessment Form

Employee Name:

Assessor:

Date:

Stress factor to be considered	Existing controls (examples)	Further action required, by whom, and when
Demands:		
Sufficient staff and resources are provided to deal with workloads, including foreseeable variables.	Manpower and resource planning.	
Realistic deadlines are set, properly planned for.	Annual Appraisals. Weekly team briefings.	
Where there are specific concerns that a job may place particular individuals at risk of work-related stress, further advice is sought.	Advice from HR.	
Staff are able to take their lunch breaks and take their PPA time (teaching staff).	PPA rota.	
Staff are able to take holiday (term time staff holiday to be taken in the school holidays).	Cintra – annual leave sheet.	
The physical environment is appropriate for the tasks undertaken.	Health and safety policy and procedures; risk assessment.	
The risk of violence to staff is assessed and measures put in place to adequately control the risks.	Risk Assessment.	
Any other issues:		
Additional Notes:		

Control		
There is regular communication with staff about work challenges and workloads and their ability to cope.	One to one meetings with line manager. Team meetings. Appraisals.	
Tasks are varied to enable staff to use different skills and attributes.	Team meetings	
Teamworking is encouraged to develop work sharing and support within the team.	Team meetings.	
Any other issues:		
Additional Notes:		

Relationships		
Managers encourage an environment in which staff feel confident to discuss work-related health issues including work-related stress	Team meetings.	
The effectiveness of communications methods is evaluated and reviewed.	Feedback from team meetings and employee survey.	
A teamwork approach is in place that recognises the contributions of individual team members and the importance of effective communications and team relations.	Team meetings.	
There are regular discussions with staff about what is going well, and problems are identified and attempts made to resolve them.	Team meetings. One-to-one meetings. Annual appraisals.	
Staff are provided with training and support.	3-month and 6-month probation (support staff) Annual appraisals.	
The value of diversity is accepted and promoted. Bullying, harassment, inequality of opportunity and discrimination are regarded as unacceptable.	Equal opportunities policy.	
Managers and employees are clear about their roles and responsibilities in terms of fostering effective relationships at all levels.	Code of conduct.	
Any other issues:		
Additional Notes:		

Job roles		
Job roles and requirements are clearly defined, both for existing staff and proposed changes.	Job descriptions.	
Selection criteria and selection methods take into account any specific requirements of the job that could potentially place individuals at risk of work-related stress.	Person specifications.	
Staff understand how their work fits in with the aims of the School and Academy, and they are encouraged to discuss any confusion or misunderstanding regarding their role.	Annual appraisals. Team meetings.	
Staff understand their jobs and which tasks are important to enable work to be prioritised.	Job descriptions. Annual appraisals. One to one meetings.	
There is a clear plan of work agreed between managers and staff, and regular discussions about performance.	Annual appraisals.	
Individual roles and relationships with co-workers are regularly discussed, and staff understand their new roles following restructures or other changes.	Team meetings. One to one meetings. Annual appraisals.	
Any other issues:		
Additional Notes:		

Change management		
Changes are planned and the process is transparent.		
The purposes of the change and the effects are fully and clearly explained at the earliest opportunity.		
Staff and their representatives are consulted before, during and after change.		
If jobs are changing, staff are involved.		
Staff are informed of vacancies.	Weekly vacancies email sent to all staff.	
Any other issues:		
Additional notes:		

Support, training, and other factors		
A healthy work–life balance is encouraged.	Stress & Wellbeing policy. We encourage no emails from 7pm Friday through to 4pm Sunday. PPA rota.	
Staff are provided with sufficient training to do their jobs and to work safely.	3-month and 6- month probation reviews (support staff). Annual appraisals. One to one meetings.	
New staff are properly inducted into the team, school, academy as a whole.	Local induction training. Induction checklist. Romero Academy induction training.	
Additional training is provided when jobs change.	Annual appraisals. One to one meetings.	
Induction programmes provide information about flexible working options.	Induction programme.	
Staff are provided with training to help them identify and manage stress.	Team meetings. One to one meetings.	
Staff are provided with support through any change.	Team meetings. One to one meetings	
Staff are supported with personal issues, where they may impact upon work.	Welfare meeting with HR.	
Any other issues:		
Additional notes:		