



MELBOURN VILLAGE COLLEGE STAFF MENTAL HEALTH AND WELLBEING POLICY

Date reviewed: October 2022

Date for next review: October 2024

Date of ratification by Governing board: 5th December 2022

Document Control		
Edition	Issued	Changes from previous
1	October 2022	

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
<p>This policy links to other school policies on:</p> <p>Marking and feedback Teaching and learning policy Admissions Exams</p> <p>Other references: Education staff wellbeing charter</p>	<p>Line Managers Designated mental Health Lead HR Officer</p>

Definition

“Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.” WHO 2013

Well being can be thought of as holistic health, including physical and emotional health, and involves providing practical support.

Aims and values of staff MHWB at MVC

We emphasise that staff well being and mental health applies to all staff across the school and the support is available for all to access. At MVC, we aim for all staff to feel supported with their mental health and well being. We aim for staff to be fully aware of the support available to them and who in school can offer support. Working in education is demanding for support and teaching staff. “Everybody is Somebody” applies to all members of staff as well as our pupils.

Through the staff well being group, the following has been identified as a set of key values for positive mental health and well being:

- **Communication** – timely and appropriate communication supports staff to fulfil their role and maintain positive mental health and well being.

- **Connectivity** - opportunities to speak to people in a professional and social capacity.
- **Space** – a designated area in school for staff to be able to work, socialise and relax.
- **SLT** - modelling, encouraging and promoting ways of connecting staff to each other and the school.
- **Healthy lifestyles** - promoted amongst the staff body e.g. exercise, healthy eating.
- **Acknowledgement** - staff mental health and well being is a whole school priority, with actionable outcomes planned and delivered.
- **Thanks and praise** – giving thanks and praise where due.
- **Workload** – regular review and due consideration to ensure staff mental health and well being is considered when implementing new initiatives whilst maintaining high quality educational provision for pupils.
- **Development** – due consideration and opportunities are used to develop staff through CPD opportunities and the appraisal process.

We aspire to work towards the principles in the “Education staff wellbeing charter” (<https://www.gov.uk/guidance/education-staff-wellbeing-charter>) and have signed up to this to demonstrate our commitment to staff well being, as well as use it as a guiding tool for further related developments at Melbourn VC.

Roles and responsibilities

All staff have an important role to play when it comes to mental health and well being. Staff can approach any of the named people below if you have concerns for yourself or other colleagues.

Staff can approach any member of SLT, their line manager (Euan Willder - Designated Mental Health Lead and SLT link for mental health and well being) or HR (Sosan Javaid HR Officer).

Line managers – if staff feel comfortable they can approach their line manager with any concerns.

For staff at MVC to be most effective at promoting the MHWB and academic progress of pupils their own MHWB needs are highly significant. This is how we will promote positive MHWB with staff.

Holistic development

- Staff well being group discuss issues arising and arrange events and information to promote positive MHWB. Any staff member can participate and staff are encouraged to bring ideas to the table and take ownership of key areas.
- SLT have an open door policy to create a culture of accessibility and community.
- Staff aim to promote a positive working environment that is valued by all.
- Staff are responsible for assessing their own wellbeing levels and communicating concerns to relevant parties.

Workload related

- Ensure channels of communication and staff expectations are clear to reduce stress arising from uncertainty or ambiguity.

- Encourage staff to take ownership of their workload by responding to work emails at reasonable times, with no expectation to check and respond to emails whilst teaching. Staff also to consider email audience and target emails appropriately to help reduce email volume.
- We regularly review in school policies and practices based on feedback from staff, statutory guidance and evaluation against pupil progress. Policies which may be reviewed in light of this include: marking and feedback policy; teaching and learning policy; procedures around pastoral care; admissions; exams and, other significant administrative procedures.
- We work with colleagues across the Trust to develop curriculum and pedagogies that reflect good practice and share resources thus reducing workload.

Personal well being

- We have regular social activities as teams and whole staff to promote well-being (past examples include staff BBQ, running club, gardening group). These to be calendared and/or advertised to staff.
- Create opportunities for staff to voice their MHWB needs through team meetings, performance management reviews, annual well-being measures.
- Staff achievements are celebrated and shared, where staff are encouraged to pursue CPD in their areas of interest or skill.
- Once a half term “Well Being Wednesday” activities for staff, plus other activities offered to staff.
- Use of Melbourn Sports Centre for free from 7am – 5pm (including weekend) – gym and pool

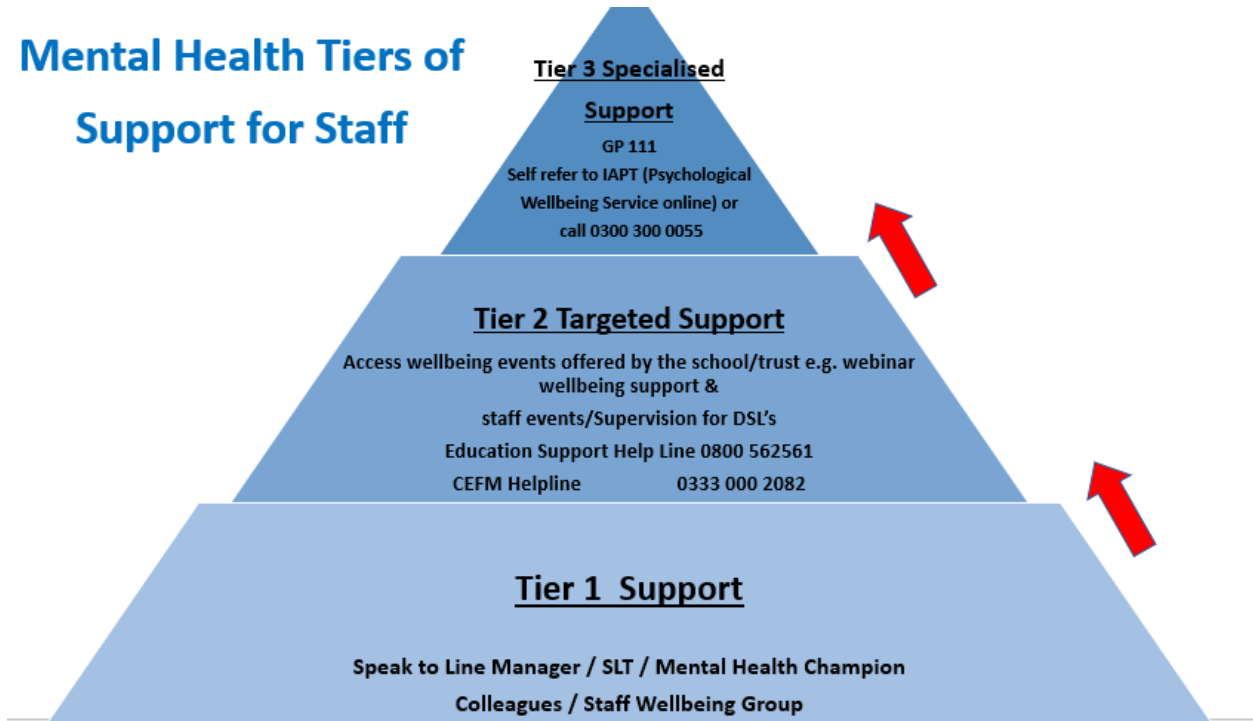
Support mechanisms

- Signpost sources of support to staff generally e.g. info in staffroom, through staff with key roles and responsibilities and through periodic updates.
- Supervision, from an external source, is available for those who have significant responsibility for oversight over safeguarding in school. Further supervision is available for all staff from trained personnel within the school
- Put in place additional measures or support as and when required for staff to support their MHWB.
- Referrals may also be made for an occupational health assessment where work and workload may be factors affecting staff absence.

Support available for staff

The follow support is available for staff inside and outside of school:

Mental Health Tiers of Support for Staff



Wellbeing Support For Staff

Speak to Line Manager / SLT / Mental Health Champion/
Colleagues / Staff Wellbeing Group



Access wellbeing events offered by the school/Trust e.g. webinar wellbeing support & staff events/Supervision for DSL's



Signposted to External support provided from the Trust
Education Support Help Line 0800 562561
CEFM Helpline 0333 000 2082



Access Professional services outside of the Trust via GP or 111
Self refer to IAPT (Psychological Wellbeing Service online) or call 0300 300 0055