

Policy	Staff Wellbeing Policy – HR 58
Manager responsible	Director of HR & Estates
Date first implemented	May 2019
Date last reviewed	June 2021
Date of next review	June 2023
Date Governor approved	July 2019
Associated documents	Health and Safety Policy Stress Policy Alcohol and Substance Misuse Policy Staff Recognition Policy Fun Fund Policy Internal Communication Strategy Absence Management Policy Capability and Performance Management Policy and Procedure Bullying and Harassment Policy
Initial reviewing body	Senior Leadership Team
Final approval body	Resources & Business Committee
Published on website	Yes

Purpose	The purpose of this policy is to outline the commitment that Derwen College has in promoting the health and wellbeing of its staff.
Scope	This policy applies to all individuals working at Derwen College including all staff, governors, casual workers, agency staff, and volunteers.
Equality & Diversity	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i> <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

Derwen College is committed to ensuring the health and wellbeing of all its staff members. It is recognised that work has an impact on the mental and physical health of staff, and where possible, we are dedicated to making this impact a positive one.

Effective staff wellbeing is achieved by:

- Ensuring that staff health and wellbeing is embedded into our College policies and practices
- Ensuring that staff health and wellbeing forms an integral part in the role of managers' training and organisational development

- Ensuring the health and safety of our staff is maintained and promoted whilst at work
- Addressing mental health by reducing stigma, offering support and providing effective information, advice and guidance
- Adopting a preventative approach, with a wide range of proactive support mechanisms to effectively manage absence and performance
- Looking holistically at how the College can support staff with their health & wellbeing

Responsibilities for Implementing the Staff Wellbeing Policy

Senior managers will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the college
- Champion good management practices
- Ensure staff maintain a reasonable work life balance
- Promote effective communication
- Encourage initiatives and events that promote health and wellbeing

Managers and Supervisors will:

- Treat staff with consideration and dignity, and will promote a culture of mutual respect
- Encourage their staff to participate in events and initiatives undertaken by the College to promote staff wellbeing
- Attend training (as appropriate) in order to increase their awareness of health and wellbeing
- Ensure that risk assessments are undertaken for roles or working practices that may have an adverse effect on staff wellbeing
- Ensure there are opportunities for individuals to raise concerns about any element of their work
- Not permit unacceptable behaviour or performance and take decisive action when things are brought to their attention
- Seek advice from HR to support and manage, where possible, factors affecting wellbeing

Staff will:

- Treat all persons with whom they interact whilst at work with consideration, respect and dignity
- Co-operate with the College's efforts to implement the Staff Wellbeing strategy and policy by attending events, training, and raising their own awareness
- Raise concerns with their manager if they feel that there are work issues that are causing them stress and having a negative impact on their wellbeing
- Take responsibility for their own health and wellbeing by making healthy lifestyle choices
- Take responsibility for working effectively in their own job roles, therefore helping to avoid causing stress to their colleagues

Human Resources will:

- Provide information, advice and guidance to managers and staff on all matters related to staff health and wellbeing
- Ensure there are suitable arrangements in place to support individuals experiencing stress
- Develop relevant policies, procedures and guidance and arrange events with a view to promoting staff wellbeing across College
- Collate information which will enable the College to measure its performance in relation to staff wellbeing, such as:
 - Sickness absence data
 - Staff turnover
 - Staff engagement indicators
- Review the Staff Wellbeing Strategy and Policy to ensure it remains appropriate

For further details on the staff health and wellbeing initiatives that are currently available or are due to be available to all staff, staff should refer to the Staff Wellbeing Handbook which can be found on SharePoint or a copy can be requested from the Human Resources department.