

THE CLARE SCHOOL

STAFF WELL-BEING & WORK/LIFE BALANCE POLICY

MISSION STATEMENT

All staff are entitled to feel valued and have an acceptable level of work/life balance.

All staff have a duty of care for each other and to share concerns about the well-being of colleagues on a 'need to know' basis.

ALL STAFF ARE ENTITLED TO:

- respect and confidentiality
- work in a warm supportive environment
- work in mutual respect with colleagues, parents and other professionals
- have issues and concerns taken seriously by colleagues, management and governors
- positive and constructive feedback from colleagues and visitors
- carry out teaching, assistant and other duties with minimum distraction and disturbance
- have a midday break of a reasonable length
- take a comfort break, when pupils can be safely left with colleagues
- eat a midday meal separate from pupils

To achieve this staff will be provided with

- opportunities to discuss feedback with colleagues, visitors and management
- rotas that fairly distribute additional duties

- a staffroom for relaxation and recreation
- private dining facilities in the staffroom
- access to a water cooler
- tea and coffee making facilities
- to achieve this the Senior Management Team and Governors of the school will
- appoint a Well—Being Officer and a dedicated support team.
- incorporate staff well-being and work/life balance into meetings and INSET time
- endeavour to protect non—contact time, and replace if lost in an emergency
- ensure that the staffroom is only used by school staff, visiting students, volunteers and professionals based at the school
- arrange for parents, pupils and other visitors to only use the staffroom with prior notice
- discourage parents from visiting classrooms during lesson time without prior agreement
- limit external visitors to individual classrooms to a reasonable limit per week
- restrict calls and interruptions to staff by passing on a message
- discourage telephone calls to staff during lesson time unless it is an emergency situation
- To achieve this ALL staff and Governors will ensure that
- telephone numbers and home addresses of colleagues are not given to parents or others unless agreed by individuals that this is okay to do so
- colleagues are not contacted out of normal working hours except in an emergency, a mutually agreed arrangement or when deemed necessary and agreed by the Deputy/Head Teacher.

- staff well-being will be regularly discussed at formal meetings
- concerns are shared about the well-being of colleagues on a 'need to know' basis.

In return Senior Management Team and Governors ask that

- all teaching staff are expected to work in line with the 'Directed Time Policy guidelines' laid down in the relevant 'School Teachers Pay & Conditions of Service' document.
- all staff are on site ready to receive the pupils at 8.45 a.m. from transport(unless staff are on other designated hours)
- adequate staff are in their classroom at 8.45 a.m. to receive the pupils
- all staff take their duties and responsibilities seriously and in the right place and on time to carry out these duties and responsibilities effectively
- all staff are promptly back in the classroom after their designated break time to ensure pupils are adequately covered
- all staff should be in their designated classroom/area of the school at all times unless called away because of an emergency situation or an issue that requires immediate attention (if staff are called away, please ensure relevant colleagues are aware/informed as soon as it is practical and possible)
- all staff adhere to the school policy on smoking and refrain from chewing gum in the presence of children or during meeting times
- all staff to arrive at work appropriately dressed and presented to carry out their normal duties and jewellery kept to a minimum to comply with Health & Safety guidelines
- mobiles are not to be switched on around school. Text messages are also prohibited whilst supporting classrooms, pupils in toilet areas etc. Mobiles can only be used by staff in the Staff Room or outside the schoolgrounds during rest periods. For emergency purposes, the school office telephone can be used for incoming and outgoing calls

- to maintain a Staff Room that is a relaxing area for all, respectful of all colleagues and free from prejudice and discrimination

This Policy is to be reviewed Spring Term 2019

Signed Fyfe Johnston Headteacher

Signed Knocky Deputy Headteacher