



THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

STRESS MANAGEMENT POLICY



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*The UN Convention of the Rights of a Child - Article 2
'The best interests of the child must be a top priority in all decisions and actions that affect children'.*

1. Key Staff Involved

Role	Name(s)
Executive Headteacher:	N Hardingham
Head of School	Chris Doherty
Deputy Headteachers:	M Hutton & K Holness
Assistant Headteacher:	S Fenner
Human Resources:	D Jeal
Chair of the Local Governing Body:	J Beecher

2. Governing Body Statement

The Governors will ensure that:

ALNS must meet its legal duty to assess the risks to its employees from work-related stress and give advice and practical guidance on how to manage work-related stress.

3. Introduction

Across the UK, work-related stress accounts for over half (57%) of all working days lost to ill health. In the last 12 months, over 600 000 workers reported suffering from stress, depression or anxiety, caused or made worse by work.

Stress affects us all at different times and in different ways. It can cause people to feel physically unwell, can cause mental health problems and can make existing problems worse.

It's important to remember that it's not an employer's or a line manager's job to diagnose or treat stress, whatever its cause. If an employee is having problems, it's important that they get help as soon as possible.

It affects individuals, their families, and colleagues by impacting on their health but it also impacts on employers with costs relating to sickness absence, replacement staff, lost production and increased accidents.

HSE defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

4. Purpose of the Policy

Admiral Lord Nelson School is committed to protecting the health, safety and welfare of their staff. We recognise that workplace stress is a health-and-safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the organisation. Leaders at all levels are responsible for implementation and the organisation is responsible for providing the necessary resources.

5. What are we doing to identify and reduce workplace stressors?

The school will:

- conduct risk assessments to identify workplace stressors and eliminate or control the risks from stress where deemed necessary;
- consult with union safety representatives on all proposed action relating to the prevention of workplace stress;
- provide training for all leaders at all levels and supervisors in good management practices;
- offer and provide confidential counselling for staff affected by stress caused by either work or external factors;
- provide adequate resources to enable leaders at all levels to implement the organisation's agreed stress management strategy.

6. Roles and responsibilities

6.1 Governing Body

The governing body is responsible for ensuring that the school complies with legislation, and that this policy and its related procedures are implemented. A member of the governing body has a watching brief regarding this policy.

6.2 Headteacher & Personnel Committee will:

- support the Governors in their duty of care of all employees and to ensure due diligence in any recruitment and appointment process;
- maintain an overview of staffing needs and the salary structure;
- keep under review staff working conditions and staff well-being.

6.3 Senior and Middle Leadership will:

- conduct and implement recommendations of risks assessments within their area;
- ensure good communication between leadership and staff, particularly where there are organisational and procedural changes;
- ensure staff are sufficiently trained to discharge their duties;
- ensure staff are provided with meaningful developmental opportunities;
- monitor workloads to ensure that staff are not overloaded or underutilised;
- discourage work-related contact with staff outside normal working hours or whilst on holiday;
- monitor working hours and overtime to ensure that staff are not overworking; monitor holidays to ensure that staff are taking their full entitlement;
- attend training, as requested, in good management practice and health and safety;
- ensure that bullying and harassment is not tolerated;
- be vigilant and offer additional support to a member of staff experiencing stress outside work, e.g. bereavement or separation.

6.4 Human Resources team will:

- provide specialist advice and awareness training on stress;
- train and support Leaders at all levels in implementing stress risk assessments;
- support individuals who have been off sick with stress and advise them and their management on a planned return to work;
- refer to workplace counsellors or specialist agencies as required;
- monitor and review the effectiveness of measures to reduce stress;
- inform the employer and the health and safety committee of any changes and developments in the field of stress at work.
- give guidance to staff on the stress policy;

- help monitor the effectiveness of measures to address stress by collating sickness absence statistics;
- advise staff on training requirements;
- provide continuing support to staff in a changing environment and refer to occupational health when appropriate.

6.5 School Staff will:

- raise issues of concern initially with their line manager. At the same time they may refer concerns to their union representative or a member of the Human Resources team;
- take an active part in the process of assessing the risk, e.g. completing surveys or providing feedback when requested;
- accept opportunities for support when recommended;
- have an opportunity to directly propose items for discussion at the Health & Safety Committee.

6.6 Union Health and Safety representatives will:

- be meaningfully consulted on any changes to work practices or work design that could precipitate stress;
- be able to consult with members on the issue of stress including conducting any workplace surveys;
- be meaningfully involved in the risk assessment process;
- be allowed access to collective and anonymous data from human resources;
- be provided with paid time away from normal duties to attend any trade union training relating to workplace stress;
- be given the opportunity of joint inspections of the workplace at least every three months to ensure that environmental stressors are properly controlled.

6.7 The Health and Safety committee members will:

- involve representation or represent the views of all elements of the workforce;
- perform a pivotal role in ensuring that this policy is implemented;
- oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

6.8 Staff wellbeing team will:

- monitor the implementation of the Stress Management Policy and the operation of associated arrangements.
- ensure that the Stress Management Policy is kept under review and updated as appropriate.
- organise appropriate activities to promote health and wellbeing.
- consult with staff voice/union representatives on the development and implementation of the
 - Stress Management Policy
- act as the main focus group for consulting on the effectiveness of the Stress Management Policy and the measures taken to implement it, including organising staff questionnaires in relation to wellbeing and work related stress and validating findings of school-level risk assessments.

7. Monitoring and Reviewing the Policy

The Policy is reviewed annually by the Senior Leadership Team and Governors as part of the self-evaluation cycle. The self-assessment tool is completed annually. Appropriate action is taken if changes are required.

8. Supporting Practices, Guidance and Advice

- Health & Safety Policy
- Staff Absence Policy
- [HSE: Stress and mental health at work](#)
- [HSE: Tackling work-related stress using the Management Standards approach](#)
- [Education staff wellbeing charter](#)
- [Promoting and supporting mental health and wellbeing in schools and colleges](#)
- [Education Support](#): resources to help your organisation with mental health and wellbeing including [free counselling for education staff](#)
- [Mentally Healthy Schools](#)
- [Anna Freud: Supporting Staff Wellbeing in Schools](#)
- [Mental Health at Work](#)
- [Headspace for Educators](#)
- [Wellbeing guide for staff working in schools and trusts – Local Government Association](#) (under 'NEOST well-being guide')
- [Reducing school workload](#)
- [Workload reduction toolkit](#)