



ENGLEFIELD CE PRIMARY SCHOOL

Stress Management Policy

Sowing the seeds for a flourishing future

Purpose and background

Our Vision states that we want to nurture and nourish the members of our community so they grow and flourish. The Governing Body is thus committed to protecting the health, safety and welfare of staff. It recognises that workplace stress is a health issue and acknowledges the importance of identifying and reducing causes of workplace stress.

This policy recognises a difference between “pressure” and “stress”. All staff experience pressure in their day-to-day work. Stress is defined as the “adverse reaction a person has to excessive pressure without the opportunity to recover” (Health and Safety Executive (HSE) definition). Failure to identify and act upon stress at work may lead to increased absence from work, underperformance at work and increased employee turnover, putting the education of our pupils at risk.

This policy applies to all staff. All employees are expected to contribute to creating a healthy workplace ethos and to follow guidelines for staff who may feel adverse stress levels. The Governing Body expects the Headteacher and Senior Leadership Team to work with staff to ensure that changes in working patterns for teaching and non-teaching staff contribute to minimising stress levels.

In preparing this policy the Governing Body has incorporated the West Berkshire Council ‘Employee Well-Being and Stress Management in Schools’ generic policy which has been the subject of consultation with trade unions and Headteachers.

Policy objectives

- To create a working environment in which the good health of all employees is promoted positively and where adverse stress on all staff is reduced to a minimum as far as is reasonably possible.
- To provide a supportive atmosphere where people are encouraged to raise the issue of stress without feeling guilty or inadequate.
- To adopt a flexible approach to the identification and management of stress that recognises that different people are affected in different ways at different times and that stress often stems from a combination of factors.
- To ensure that every employee is treated fairly and with respect and that confidentiality is maintained.
- To enable all staff to maintain a healthy work/life balance.

Management of policy

School:	This policy is implemented and managed by the Headteacher and all school teaching staff.
Governing Body:	The Governing Body (led by the Finance, Buildings and Staffing Committee) will monitor, review and update this policy.
Review:	This policy will be reviewed in accordance with the agreed cycle of review or whenever there is a need to comply with new legislation or codes of practice, new initiatives, changes in the curriculum, developments in technology or changes to the physical environment of the school.
Approved:	Spring 2025
Next Review:	Spring 2027

1. Introduction

Guidelines identify six key risk factors that can cause work-related stress:

- The **demands** of the job
- The employee's **control** over the job
- The **support** received by the employee from managers and colleagues
- **Relationships at work**
- The **role** of the employee in the school
- **Change** and how it is managed

The Senior Leadership Team is responsible for identifying through the normal day to day management of the school and through employee consultation including performance management and managing attendance at work, those areas of work/circumstances where an unreasonable level of risk exists. Well-being questionnaires will be used periodically and by carrying out work reviews and/or risk assessments, measures will be implemented to minimise as far as is reasonably possible potential risks.

The Headteacher will bring any stress-related issues to the attention of the Governing Body in a timely manner.

2. Roles and Responsibilities

The overall responsibility for employee well-being and stress management rests with the Governing Body.

The Governing Body will provide adequate resources and training to enable staff to implement the stress management policy and will be supported in this by appropriate occupational health and employee counselling services and training and development for staff.

The Headteacher will implement the policy and be responsible for

- Monitoring management standards
- Ensuring that the school's systems for dealing with potentially stressful issues are sound and understood by all staff (eg discipline, capability, absence, anti-bullying, pupil and parent behaviour, staff cover, staff duties)
- Sourcing a counselling service for staff if required
- Holding regular meetings with staff representatives to discuss work-related stress
- Reporting in a timely manner to the governing body
- Ensuring discussion with staff over stress-related issues and for implementing agreed outcomes

The Senior Leadership Team will take responsibility for supporting staff for whom they are responsible by

- Ensuring all staff have meaningful development opportunities
- Monitoring workload and working hours, and identifying stress
- Informing the Headteacher of any concerns that cannot be dealt with at middle management level
- Supporting individuals who have been affected by stress
- Undertake appropriate risk assessments
- Monitoring and reviewing the effectiveness of measures to reduce stress within their area of responsibility

All staff are expected to

- Have a care for their own health and safety
- Recognise the part they can play in achieving a healthy stress free environment and take part in the promotion of good stress-free health for themselves and others
- Raising issues of workplace stress promptly with either their line managers or the Headteacher
- Attend any relevant training

School's Human Resources provider is responsible for:

- Referring employees to occupational health services where appropriate
- Referring employees to a confidential counselling service if requested by the Headteacher and determined appropriate by HR

Associated policies and documents

- Health and Safety
- Staff Absence Policy
- Appraisal Procedures
- Advice for Headteachers on Employee Well-Being and Stress Management
- Staff Grievance & Disciplinary Procedures
- Well-being questionnaire