



# Glasshouses School

## Supporting Staff Wellbeing

(Linked to Glasshouses Health and Wellbeing Policy)

January 2020

## The Importance of Staff Well-Being

Glasshouses School has developed an approach to staff well-being to ensure that a culture is created where people feel inspired and valued. We recognise the importance of supporting children's wellbeing and emotional health by providing all staff with the necessary knowledge and skills to recognise and support their own mental wellbeing and emotional health. An emotionally literate staff team is also more likely to be able to support pupils at risk of developing emotional problems.

Given the emotional stress that can occur when working in a school environment, alongside the emotional needs of vulnerable children, we aim to provide a holistic approach to support staff wellbeing. This ensures that opportunities are available for all staff to access a wide range of support systems and develop their own mental wellbeing and emotional health. This includes their:

- ability to recognise, express and understand emotions in both themselves and others.
- Capacity to self-organise and integrate work and life i.e. maintain a healthy work/life balance.
- Ability to empathise with others, including their colleagues, children and their families.
- Ability to maintain positive energy levels and to develop resistance to illness.

Well-being

/,wel'bi:ɪŋ/  
noun

"The state of being comfortable, healthy and happy"

## What do we mean by Staff Well-Being

The term 'well-being' can be used to describe our holistic health, including our physical, mental and emotional health. When we have good levels of wellbeing we feel that life is in balance and that we can generally cope well. We feel motivated and engaged and are able to show resilience and therefore bounce back from daily challenges.

Staff often juggle multiple tasks and demands, so as a school, we believe that a focus on staff well-being has become increasingly important. Taking good care of staff well-being has become increasingly important. Taking care of staff well-being also helps them to perform to the best of their ability and ensure that they are better able to support the children in school. Workloads, deadlines and challenging behavior may all impact negatively on the well-being of school staff.

Poor mental wellbeing and emotional health may impact on staff being able to manage during key moments of stress either in the classroom or the wider school. Staff who have good mental wellbeing and emotional health are more likely to have the necessary resources to manage stressful or challenging moments.

Good staff wellbeing has a number of benefits for school. These include:

- Increased staff productivity.
- Positive impact on children, including educational outcomes.
- Reduced absences from work in relation to sickness, both short term and long term.

- Staff being better able to manage stress and therefore develop healthier coping strategies.
- Improved job satisfaction, which in turn can support staff retention.
- Staff feel valued, supported and invested in.



# What may support Staff Wellbeing?

The values led culture and ethos of our school, as well as the strategies which are in place to support staff wellbeing are led by the SLT. The boxes below outlines the universal, targeted and specialist services that are available to promote and support the mental wellbeing and emotional health of all staff at Glasshouses School.

## Universal Support at Glasshouses School

- Values led employer with supportive ethos
- Staff wellbeing guidance
- A day off for birthdays
- High quality working conditions including dedicated staff room
- Provision of staff drinks
- Effective communication systems
- Staff education on child and adult mental health
- Culture of no stigma for mental health needs within the school community.

## Selected Support at Glasshouses School

- Mental Aid First Aider - check in meetings available
- Coaching culture - staff entitlement
- Investment in Continuing Professional Development

## Targeted Selected Support at Glasshouses School

- Health Assured
- Referrals to Occupational Health
- Referrals to wellbeing services

The SLT will endeavor to support the wellbeing of staff within these five areas.

### Community

Encourage a sense of community by creating a range of opportunities for all staff to get together for both work and non-work related activities.

### School Agenda

Ensure that staff wellbeing and development remains visible on the school agenda. Regular staff CPD will be provided for all staff to raise awareness on issues relating to wellbeing.

### Communication

Ensure clear communication channels with all staff, particularly around changes that might be taking place in school.

This will ensure there is a culture of embracing change, staff feel their voice is valued and they have the opportunity to influence the direction that school takes. Everyone is involved in continual review and rethinking, being given permission to be creative, innovative and focused thus providing energy and drive and the involvement of everyone in school.

### Inclusivity

Promote an inclusive culture which provides all staff with regular opportunities to feedback any thoughts or concerns they may have relating to wellbeing or about how things may be improved.

### Self-Care

Model good working practices and self-care to encourage a healthy work/life balance. This may include encouraging staff to take regular breaks, have regular meetings with line managers or asking for help and support when needed.

## What may impact on Staff Wellbeing?

The ethos and environment of the school has an impact on staff wellbeing at Glasshouses School. Therefore the school invests in providing a physical working environment which is of a high quality including a high standard of staff facilities and aims to build a culture of trust where all school staff feel valued and know how to access appropriate support as and when it is required. Some of the things that we consider in relationship to the school ethos and environment as well as the whole school staff wellbeing strategy, taking into account the Trust's People Policy include:

### Culture and Ethos

This school encourages open communication when it comes to talking about concerns relating to mental wellbeing and emotional health. All staff concerns are given equal importance.

### Lines of Communication

There are clear communication pathways to both internal and external avenues of support. All members of staff are provided with information as to how they may access support both personally and professionally within school and where they might go to find out further information.

### Policies and Procedures

There are clear policies and procedures relating to staff wellbeing; these processes and expectations are applicable to all staff within school.

### The Physical Environment

Staff have dedicated spaces within the school in which to work and relax, this includes a dedicated staff room.

## Looking After Your own Wellbeing

Research indicates that taking the following steps can be important in the promotion and maintenance of mental wellbeing.

Knowing personal limits and developing the ability to say 'no' when necessary. This helps you to have a better in life and will enable you to take better care of yourself and others.

Identifying the supportive people that you want to have in your life.

If you want to increase your support networks then you might consider taking up new hobbies and activities.

Talking - there are times when challenging situations affect us emotionally. If you have a difficult day at school, try to speak to someone before you leave such as a member of the SLT or the Mental Health First Aider.

This can help you to process how you are feeling, talking to someone before you leave school helps to separate your work and home life.

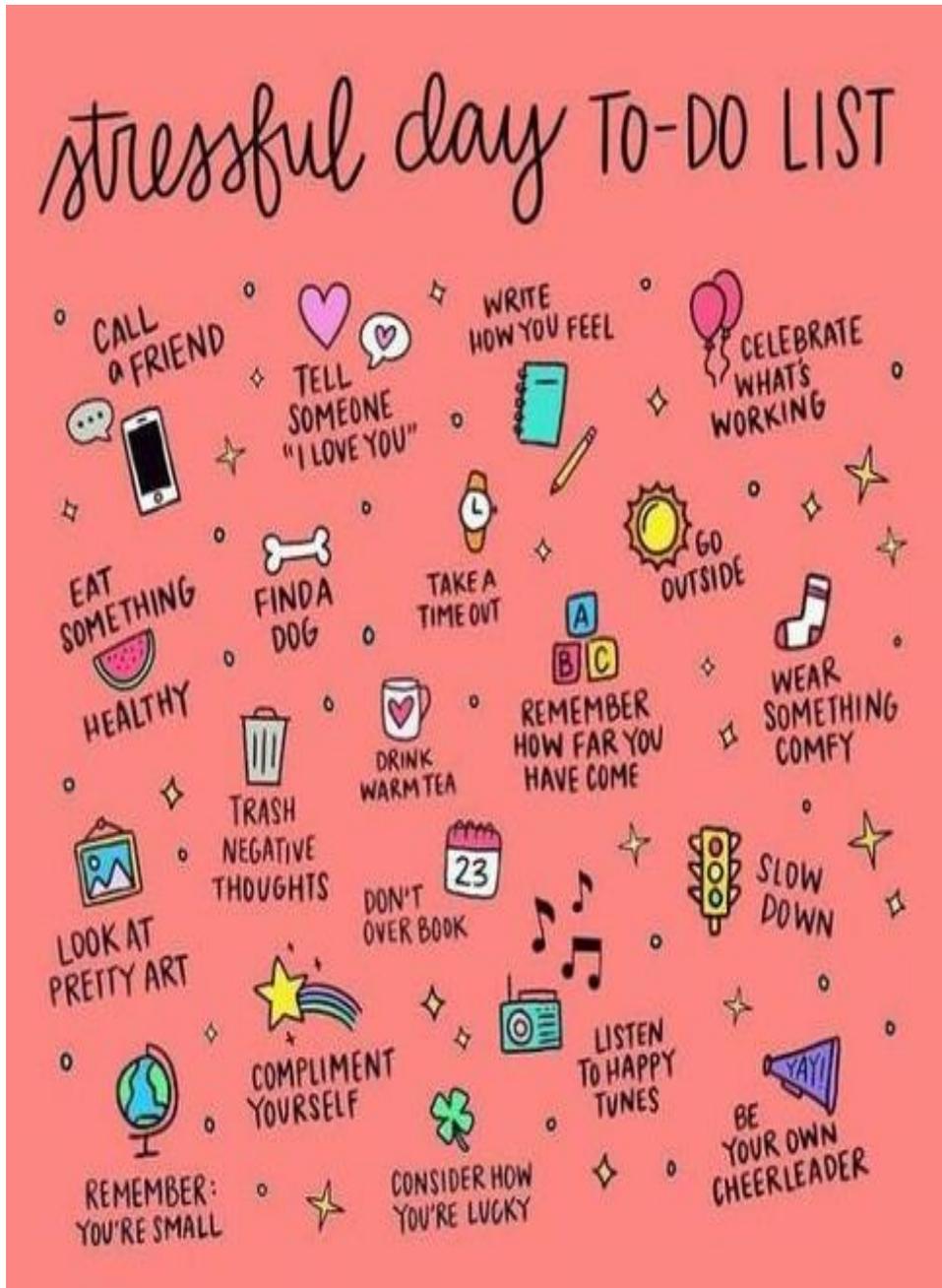
Be flexible around change. Even with the plans, sometimes unexpected events and situations occur.

Our ability to accept change and plan and adapt can help us to manage any potential feelings of stress and anxiety and therefore cope better overall.

Self-compassion → If you take some time to stop and reflect on the thoughts in your head, are they more positive or more critical?

Once you have identified negative thoughts, you can begin to introduce more positive thoughts and 'turn the volume down' on more negative thoughts.

# Looking After Your Own Wellbeing



# Looking After Your Own Wellbeing



**Connect...** with the people around you. With family, friends, colleagues and neighbours. At home, work, school or in your local community. Think of these as the cornerstones of your life and invest time in developing them. Building these connections will support and enrich you every day.



**Be active...** Swap your inactive pursuits with active ones. Go for a walk. Step outside. Cycle. Play a game. Garden. Dance. Walk or cycle when making short journeys. Being active makes you feel good. Most importantly, discover a physical activity you enjoy and that suits your level of mobility and fitness.



**Take notice...** Be curious. Catch sight of the beautiful. Remark on the unusual. Notice the changing seasons. Savour the moment, whether you are walking to work, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.



**Keep learning...** Try something new. Rediscover an old interest. Sign up for that course. Take on a different responsibility at work. Fix a bike. Learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy achieving. Learning new things will make you more confident as well as being fun.



**Give...** Do something nice for a friend, or a stranger. Thank someone. Smile. Volunteer your time. Join a community group. Look out, as well as in. Seeing yourself, and your happiness, linked to the wider community can be incredibly rewarding and creates connections with the people around you.

# Looking After Your Own Wellbeing

## GREAT DREAM

Ten keys to happier living

**GIVING**



Do things for others

**RELATING**



Connect with people

**EXERCISING**



Take care of your body

**AWARENESS**



Live life mindfully

**TRYING OUT**



Keep learning new things

**DIRECTION**



Have goals to look forward to

**RESILIENCE**



Find ways to bounce back

**EMOTIONS**



Look for what's good

**ACCEPTANCE**



Be comfortable with who you are

**MEANING**



Be part of something bigger

ACTION FOR HAPPINESS

[www.actionforhappiness.org](http://www.actionforhappiness.org)

# Sources of Advice, Information, Guidance and Support

At Glasshouses School, all staff are able to access a wide range of support systems, both internal and external, which focus on staff being able to monitor and develop their own mental wellbeing and emotional health.

## Wellbeing Notice Board

The SLT will post relevant information, actions and ideas which are related to key areas of wellbeing to help staff to get motivated and feel supported. Everyone is welcome to post anything that is inspirational, interesting or even funny to help us to feel good. Through the use of this noticeboard, we aim for staff to become more aware of wellbeing and to help to support one another.

## Mental Health First Aiders

Mental Health First Aid is an internationally recognised training course, designed to teach people how to spot the signs and symptoms of mental ill-health and to provide support and signposting on a first aid basis.

Everyone who attends a Mental Health First Aid course learns to:

- Spot the early signs of a mental health issue
- Feel confident in how to offer and provide initial help to a person experiencing a mental health issue.
- Help to stop mental ill health from getting worse
- Promote recovery of good mental health
- Guide someone towards appropriate treatment
- Understand the stigma that exists around mental health.

# Sources of Advice, information, Guidance and Support

## Employee Assistance Programme

Information, guidance and support are available to all staff from the free and confidential Employee Assistance Programme. Sometimes life can be challenging and demanding; the EAP is designed to give all staff easy access to help and support to enable them to make informed decision and tackle issues early before they become troublesome and complex.

The service is 24/7, easy to access, confidential and free of charge. Staff have unlimited access to information, support and guidance in a wide range of topics including work/career, relationships/family, money management/debts and health and wellbeing.

## External - These references relate to adult and child mental health and wellbeing

*Anna Freud - learning network -*

<http://www.annafreud.org/what-we-do/anna-freud-learning-network/>

the Anna Freud Learning Network is a cross-sector community of individuals and organisations who are committed to discovering and sharing the most effective ways to support children's and young people's mental health and emotional wellbeing. There is a range of expert and practical information and resources to help primary school staff understand, promote and deal confidently with children's mental health issues..

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## External - These references relate to adult and child mental health and wellbeing

### *Heads Together - Mentally Healthy Schools*

<http://www.mentallyhealthyschools.org.uk>

Mentally Healthy Schools is a website to help primary school staff support the mental health of pupils. There is a range of expert and practical information and resources to help all primary school staff understand, promote and deal confidently with children's mental health issues.

### *MIND*

[www.mind.org.uk](http://www.mind.org.uk)

MIND provides advice and support to empower anyone experiencing a mental health problem. They campaign to improve services, raise awareness and promote understanding. There is lots of useful information on their website around common mental health problems, drugs and treatments as well as support and services that are available.

### *MindEd* [www.minded.org.uk](http://www.minded.org.uk)

MindEd is a free educational resource on children and young people's mental health for all adults, including parents and professionals. MindEd is aimed at anyone from beginner to specialist. MindEd for Families has online advice and information from trusted sources and will help parents to understand and identify early issues and best support.

# Sources of Advice, information, Guidance and Support

## External - These references relate to adult and child mental health and wellbeing

*Young Minds*

[www.youngminds.org.uk](http://www.youngminds.org.uk)

Young Minds are the UK's leading charity committed to improving the wellbeing and mental health of children and young people. They provide a wealth of support, information and resources for children, parents and teachers.

## Glasshouses' Staff - Wellbeing Checklist

Try this Wellbeing Checklist. Take some time to reflect on your responses - is there one thing that you have said 'No' to that you could focus on developing over the coming year that could potentially help you to improve your wellbeing? Remember that this is personal to you; if it will help, please feel free to discuss and share , but this is not necessary. There is no right or wrong answers, this is just to get you thinking about your own wellbeing.

	Yes	No
I have someone to talk to about my feelings.		
I have good friends that I can trust.		
I sleep well most of the time.		
I eat healthily most of the time.		
I do some physical activity regularly		
I make time for things that I enjoy.		
I do things to help other people.		
I feel I achieve things		
I know how to relax		
I am kind to myself about who I am		
I look after myself during difficult times.		
I can recognise my personal strengths		
I am able to say no when I need to		
I can ask for help		