

## Employment

### 2.6 Staff Well-being

#### Statement for St Joseph's Out of School Club

St Joseph's Out of School Club is committed to providing a working environment and management practices that promote the good health and well-being of all its employees. There is an ethos and an expectation that staff will work hard, there is also recognition that the Out of School Club will support and reward them for this.

Some of the ways in which we support the wellbeing of staff may include:

- creating an expectation that staff 'work smart' and complete all of their work in Out of School Club;
- using mentors to help support and provide advice for all staff in the Out of School Club;
- providing staff with regular small perks, such as coffee, tea and biscuits.

#### Well-being Strategy

St Joseph's Out of School Club 'duty of care' towards employees requires them to manage and safeguard the physical and psychological well-being of the Out of School Club's employees.

To help meet these objectives, the Out of School Club has adopted:

- the health and safety policy which provides a framework for, and measurement of, safe places of work; and
- this staff wellbeing policy which focuses on the Out of School Club's obligations to supporting staff's health and wellbeing.

It is vital that all staff are aware of these policies and the role all employees undertake to ensure we all work in healthy workplaces.

We need to have a clear understanding of the causes of absence in order to formulate strategies that address non-attendance (sickness absence<sup>1</sup>). The main causes of absence can be viewed as four distinct areas:

<b>Health and lifestyle factors</b>	<b>Workplace factors</b>	<b>Attitudinal and stress factors</b>	<b>Domestic and relationship factors</b>
Genuine illness/poor health	Working patterns	Job satisfaction	Divorce/ separation
Smoking	Health and safety concerns	Career satisfaction	Number of children under 16
Excessive use of alcohol	Travel times	Intention to leave	Lack of flexible working arrangements
Lack of exercise	Excessive hours	Organisation commitment	Caring responsibilities
Body weight	Safe place of work	Stress	Financial worries

<sup>1</sup> Policy 2.1.3 Sickness and Absence

Health and lifestyle factors	Workplace factors	Attitudinal and stress factors	Domestic and relationship factors
	Relationships at work	Absence 'culture'	Bereavement

Clear and consistently applied procedures play an important part in managing attendance. However, these mechanisms do not necessarily address some of the underlying causes of sickness absence. It is in some of these areas where prevention may be more effective than cure.

Specific areas for preventative action could include:

- health promotion;
- recruitment and screening procedures;
- flexible working arrangements (where operationally appropriate);
- improving the physical working environment;
- job design;
- managing career expectations through the personal development review process;
- building trust and loyalty;
- monitoring of working hours;
- monitoring of individual workloads;
- prevention of accidents and occupational ill health;
- consultation with staff on work-related issues that may affect their health.

### **The need for a workplace Wellbeing Policy**

Promoting and protecting the wellbeing of the workforce is important to St Joseph's Out of School Club. Understanding and addressing the factors which affect staff wellbeing will have a wide range of benefits, both for the individual and the Out of School Club.

St Joseph's Out of School Club will continue to promote and work towards performance improvement and efficiency, getting the very best from our people, retaining and attracting the people who are best skilled and well-motivated.

Wellbeing in the workplace is relevant to all employees and everyone can contribute to improved wellbeing at work. Addressing workplace wellbeing can help strengthen the positive, protective factors of employment, reduce the risk factors for mental ill health and improve general health.

To fulfil this commitment St Joseph's Out of School Club will:

- seek to identify potential circumstances that may affect the wellbeing of staff and conduct risk assessments;
- increase awareness and understanding of how to promote wellbeing at work and the avoidance of absence;
- ensure advice and guidance is available to managers in dealing with wellbeing concerns of staff;
- ensure that there is a culture where there is no expectation that staff communicate about work outside of normal working hours (except in an emergency, eg child protection issues);
- continue to adhere to national terms and conditions for all staff, including occupational sick pay;
- provide staff with the opportunity to undertake confidential health assessment activities;
- provide access to a cycle to work scheme;
- ensure that all staff take part in a supportive performance management process;

- enable staff to attend locally organised staff social events;
- conduct an annual (anonymous) staff survey in order to collate;
- Information from all staff groups, which will inform future strategies to support the health and wellbeing of staff.

Where possible, staff are supported with their work/life balance and wellbeing outside the Out of School Club. All staff are encouraged to take a responsible approach to health and wellbeing issues, including adopting a robust self-management to their own health

### **Definitions**

One of the main concerns in promoting the wellbeing of staff is to encourage positive mental health. In doing so, it is recognised that positive action must be taken to reduce the occurrence of workplace stress. The Health and Safety Executive define stress as being “the adverse reaction people have to excessive pressures or other types of demand placed on them”. However it is important that the difference between “pressure” and “stress” be acknowledged: pressure does not necessarily give rise to stress and pressure can sometimes motivate. While acknowledging that pressure and stress may also be caused by a range of issues external to the workplace, St Joseph’s Out of School Club’s prime responsibility in this is to address work-related stress.

### **Policy Objectives**

The policy aims are to:

- provide advice and information about minimising risks to health;
- outline specific responsibilities;
- educate staff about the causes, effects and management of stress.

*To achieve these objectives the Play Leader and Chair will:*

- carry out risk assessments to identify health and wellbeing issues related to work;
- implement appropriate control measures to minimise risks to health and well-being;
- monitor and audit arrangements in an effort to improve the quality of the working environment;
- raise awareness of the causes, signs and symptoms of stress and stress- related illness, and of the ways in which the Out of School Club supports individuals;
- ensure they are equipped to respond to staff well-being concerns;
- educate employees in techniques for recognising and coping with potentially stressful situations;
- provide information about appropriate welfare services to all employees, including the availability of any employee assistance programme.

*The following have been identified as appropriate measures of employee performance and well-being for the purposes of managing health and well-being:*

- absences will be recorded and monitored for data analysis;
- use of Occupational Health and counselling services will be monitored without breaching confidentiality.

**St Joseph’s Out of School Club Committee are responsible for ensuring:**

- the engagement of the Play Leader and Deputy Play Leader in the importance of managing staff wellbeing;
- allocation of appropriate resources to enable the Play Leader to deliver the agreed strategy proactively, including (where appropriate) the use of occupational health referrals for expert opinion;

- active implementation of the principles and behaviours contributing to positive staff wellbeing;
- alertness to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing which derive from outside work, eg. bereavement or separation;
- ensuring effective communication between the Play Leader and staff; in particular, ensuring effective communication where there are organisational and/or procedural changes which give rise to increased levels of stress in the workplace;
- ensuring that bullying, harassment and discrimination are not tolerated.

St Joseph's Out of School Club Chair will, with the support of the committee and the Play Leader:

- ensure that employees are consulted over aspects of their employment that may cause stress or impact on their health and well-being when changes affecting them are planned;
- ensure that employees receive appropriate training and resources to carry out their duties;
- ensure that staff are provided with appropriate development opportunities to manage absence in accordance with Sickness and Absence Policy (No 2.1.3);
- consider workloads to ensure jobs are realistic and manageable – including those of the committee;
- monitor working hours, overtime and holidays to encourage individuals to take breaks as required by legislation;
- familiarise themselves with the impact of bullying and harassment and ensure that employees are aware that this is not tolerated in the workplace;
- recognise that employees may have experiences in their personal life that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance eg. health issues or personal circumstances;
- treat all discussions with employees around personal issues as confidential unless it is necessary to involve others to deal with the issue and the employee gives written agreement for disclosure.

St Joseph's Out of School Club will, if required:

- provide advice and guidance to the Committee and/or Play Leader on this Staff Wellbeing Policy;
- provide guidance to the Committee and/or Play Leader on the implementation of the policy to include the appropriate management of individual cases;
- through the Health and Safety Policy<sup>2</sup> provider advise, guide and support the Play Leader in carrying out stress risk assessments where required;
- raise awareness amongst all staff of the importance of work/life balance.

Employees will:

- take reasonable care of their own health and safety at work and co-operate with the Committee in any measures taken to reduce stress;
- be committed to avoiding causing health and wellbeing problems for other employees;
- be proactive in identifying occasions when they may be suffering from health and wellbeing problems, either work-related, or due to external factors, and alert their line manager to these where appropriate.

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
<b>1.0</b>	<b>NP and HS</b>	<b>Updating policies</b>	<b>23.01.2023</b>

<sup>2</sup> Policy 3.2 Health and Safety General Standards