



health and well being in schools

Toolkit 2023

Please decide at what level you meet the criteria and then fill in the school evidence box with as much evidence as you see fit to prove that you meet the standard. The guidance and possible evidence box is there to help you, but if you feel there are other ways you can show it then please do include them too. Reference any appendices and attach them to the email.

We have a manageable and appropriate workload		
		FULLY MET / PARTIALLY MET / DEVELOPING
GUIDANCE Is appropriate PPA time given? Are staff meetings and briefings for an appropriate amount of time? Is workload appropriate for the job description? Do staff feel able to have a homelife with time for relaxing? Is time provided for leading core subjects or other areas of responsibility?	POSSIBLE EVIDENCE Examples of release and duty timetables Use of HLTAs Staff meeting timetables Survey data	SCHOOL EVIDENCE from newly created <i>BCS Staff Wellbeing Statement and Charter</i>. We aim to drive down unnecessary workload by: • reducing time spent planning - centrally stored resources and teams work collaboratively • ensuring staff have frees together to enable meetings and planning time in school, and not during lunch breaks • Non-contact time for teachers meets the requirements set out in the School Teachers' Pay and Conditions Document and amounts to a minimum of 12% of a teacher's timetabled teaching hours • reinforcing a culture of typicality by having no lesson gradings - there is no pressure to 'put on a show' in lessons • reducing the number of lesson observations per year • creating the whole school assessment calendar alongside middle leaders to ensure the best possible timings of exams and moderation and to avoid pinch points

		● encouraging staff to make time for themselves and their families Teaching and Learning document no longer needs to be completed as a result of the survey. Teaching staff in Prep are required to fulfil only one 20/25 minute break duty per week. There is one morning break meeting (20 minutes) per week for Prep Staff, and occasional Wednesday lunchtime meetings, when time is given to have lunch first or lunch is provided. In Prep, we have introduced marking and feedback online via Showbie which will reduce the amount of time spent marking and will negate the need to carry home heavy bags of books. Staff with responsibilities are given an appropriate number of free lessons in order to complete those responsibilities. Cover lessons are carefully monitored in Prep with each member of staff receiving, at the most, one cover lesson per week and they are not expected to mark the work.
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		Wherever possible, staff do not have duties or cover lessons on days when they have no, or only one, free lesson. From January 2024, four GAP students will join us to help with breaktime duties and after school duties, and therefore take the pressure off staff.
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We value and prioritise staff's health and understand the need to rest and recharge.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Do you have quality facilities for all staff to eat at lunchtimes? - Is there enough cutlery? - Is there enough equipment? (Microwaves, stoves etc)	Photographs Staff testimonials Staff survey data Site plan	Staff in Prep have the choice of sitting and eating in the main Dining Hall with the children, or can sit and eat in the Staff Dining Room. Lunch is free for all members of staff.

- Are there appropriate tables and chairs to eat effectively? - Are there a different choice of seats to sit on? - Do staff get subsidised school meals? Is your staffroom welcoming? Do you provide refreshments free of charge? Are there enough toilet facilities for all the staff? Do staff feel able to 'take a break' at lunchtime as their workload allows it?		There is a choice of hot meal every day and there is a wide choice including vegetarian and vegan options, gluten-free meals and Halal meat. Soup and bread is also available daily along with a salad bar. Dessert is provided too, and fresh fruit is readily available. Jugs of water are available. Our catering team is willing to provide specially prepared meals for specific dietary requirements. There are many water stations around the school. The staffroom has recently been refurbished and many suggestions from the survey have been taken into account. Please see presentation sent to staff. There are also a number of small kitchen areas around the site where staff can get a drink if they would rather not go to the main staff room. Tea, coffee and milk are provided, free of charge. Biscuits and fresh fruit are also available. On Fridays, in the main staffroom at morning break, coffee and tea is made for the staff along with a variety of cake treats to say thank you at the end of another busy week.
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We have a member of staff in charge of wellbeing who is not on SLT		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Is the role set out as part of a job description? How does the Wellbeing Lead feed back to SLT? Is there a Staff Wellbeing Working Party (or similar) and who sits on it?	POSSIBLE EVIDENCE Job descriptions Staff survey data	SCHOOL EVIDENCE This is a post that has been created since the survey took place. A job description has been created and the member of staff will meet with staff as needed, as well as at specific times, and will attend an SLT meeting once per half-term/ term to feed back any points raised by staff. A Wellbeing Committee is in the process of being created to think of ways of supporting staff wellbeing through providing workshops, classes, get togethers etc, as well as taking on board suggestions from staff.

Wellbeing is covered in CPD sessions 3 times a year
FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is wellbeing CPD available to all staff? Are practical wellbeing strategies introduced? Is health advice incorporated into CPD?	Staff meeting agendas Training timetables Staff testimonials	The school promotes opportunities for wellbeing. See BCS Wellbeing Statement and Charter. An annual Innovation Day, the majority of which focuses on wellbeing, was introduced last year and this involved, among other things, yoga sessions, beauty treatments, felting, beer tasting, walking and circuit training as part of the day. Information is offered to staff on mental health, financial wellbeing and physical wellbeing, and supporting staff in accessing appropriate guidance, support and tools through a free-to-access, 24/7 Employee Assistance Programme which offers online and telephone support. Wellbeing is discussed as part of our appraisal system.

We operate flexible working strategies		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Is there flexible access to school during the holidays? Is PPA allowed to be taken at home? Does your school offer part time and job share contracts when available? Are staff allowed (within reason) to attend their own children's school events? Does your email policy allow people to work at a time that suits them without disturbing others?	POSSIBLE EVIDENCE Staff testimonials Staff survey data Staff list with days shown School policies	SCHOOL EVIDENCE from newly created <i>BCS Staff Wellbeing Statement and Charter</i>. We champion flexible working and diversity by: ● offering part-time work where possible ● offering flexible access to school during holidays ● being an equal opportunities employer We prioritise staff mental health by: ● granting absence (within reason) for attendance at important events, to attend medical appointments, to support family members, to look after ill children, to attend to home emergencies etc. We have a clear communications policy in place which states: ● there is no expectation to respond to emails between 6pm and 7am ● responses to parents should be 'in a timely manner' as stated in the Parent Handbook ● there is no expectation to answer emails during

		holidays
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We implement the Find Fifteen Initiative		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE How do you encourage staff to 'Find Fifteen'? How are lunch and break duties allocated to allow everyone a chance for a proper break? Do all staff have to attend assemblies? Do support staff have to work at lunch times? When else do they have a break? Do leaders and heads schedule time for a break during the day?	POSSIBLE EVIDENCE Duty timetables Staff testimonials	SCHOOL EVIDENCE A 'Find Fifteen Agreement' has been established and is realistic. Specially employed breaktime supervisors cover the main bulk of breaktime duties in Prep, and teaching staff are required to fulfil only one 20/25 minute break duty per week. Assemblies in Prep are timetabled and, as such, are part of each member of staff's timetable. Any member of staff can ask to be excused if they particularly need the time.

		Support staff also have breaktime duties to fulfil and the number of these depends on whether they are full or part time members of staff. We are aware that more time is needed for TAs in Pre-Prep and so BCS has arranged for four GAP students to join the school from January 2024, which will ease the burden of duties on Pre-Prep TAs. All members of staff are encouraged to follow the Find Fifteen initiative. We are a caring staff and look out for each other.
Staff absence is managed effectively and is as low as possible		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE What percentage of your budget is spent on supply? Do you provide private health care? Is there access to free advice and support? How do you promote good health?	POSSIBLE EVIDENCE Budget data Healthcare information	SCHOOL EVIDENCE If a member of staff is absent, we will use supply staff wherever possible to avoid current staff taking on more. Robust cleaning regime in place across the school site. Food provided at school is of the highest quality and is nutritionally balanced.

Is it easy for your staff to eat and drink healthy choices in the school day? Is ventilation adequate? Does your school hold back to work interviews?		Water stations are all over the campus so that staff and children can easily fill personal water bottles. Flu jabs are offered free of charge. Boot Camp is offered. Staff swim sessions are offered. Both are free of charge. We prioritise staff wellbeing by: • keeping in touch with staff if they are absent for long periods and conducting return to work interviews to support staff back into work • Flowers sent to ill staff.
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Our staff enjoy working at our school and are happy in their job.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Does your staff survey reflect that? Were there any 1-4 values noted in the range for the survey analysis? How are you addressing these? How long do staff stay (on average) at your school?	POSSIBLE EVIDENCE Staff survey data	Average 8.2% enjoy their job Average 8.8% said that staff are friendly and welcoming Average 9.2% have someone they can go to at work for help and advice High retention rate.

		40+ members of staff (teaching staff, TAs, admin staff, music VMTs, catering staff, housekeeping staff) have been at the school over 10 years.
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Our wellbeing offer is fair and inclusive for all staff.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE What different strategies/initiatives have you put in place for non teaching members of staff to reflect how their needs may be different? How are religious/cultural needs taken into account? Think about different members of staff and their needs, such as menopause, maternity, supporting ECTS, ensuring men have a support network.	POSSIBLE EVIDENCE Staff survey data Photos Policies Testimonials	SCHOOL EVIDENCE All staff invited to events. We are a very diverse school. Staff are encouraged and supported in the taking of faith days. We look out for members of staff who may be fasting and ask them to let the School Matron know, if they are happy to. Members of staff have a private space in which they can pray.

How is diversity embraced to give everyone a voice and representation?		Risk assessments are in place for certain members of staff due to health problems. We have a Menopause Policy and an exceptional ECT programme with dedicated mentors. We have an induction programme and a buddy system for new members of staff. An Employee Engagement Group focusing on Diversity, Equity and Inclusion which includes staff from across the School has been introduced and will meet termly (as a minimum).
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