



health and well being in schools

Toolkit 2022-2023

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	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
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?	Examples of release and duty timetables Use of HLTA's Staff meeting timetables Survey data	• PPA is timetabled with use of HLTA's and if missed can be 'caught up' on. See appendix 1 • Staff meetings are timetabled every Wed. Any moderations for the term are planned within this time. Staff meetings are always finished no later than 5pm. See appendix 2. • Feedback from the survey shows people find the extra jobs of classroom displays, paperwork and to do lists are creating extra workload. Inset days are used for training and catch up time of jobs that need to be done.

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) - Are there appropriate tables and chairs to eat effectively? - Is 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?	Photographs Staff testimonials Staff survey data Site plan	We have two areas in school that staff can prepare drinks and one for food. There is a designated staff area for relaxation to which children do not have access. The main staff room/kitchen has a fridge, dishwasher, microwave, cool water and hot water outlets. Our refreshments are free of charge. If staff eat school dinners with the children or are on duty they get their meals free. We have four staff toilets around the school and one provides disabled access. Staffroom has a wellbeing corner and a recommendations board. -See Appendix 4

We have a member of staff in charge of wellbeing who is not on SLT		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is the role set out as part of a job description?	Job descriptions	Yes PSHE lead is wellbeing lead.
How does the Wellbeing Lead feed back to SLT?	Staff survey data	Wellbeing team representation: Maddie Schembri-Teacher Amanda Coomber- FLO Amanda Collins- TA KS2 Chelle Redshaw- PPA/SENCO cover
Is there a Staff Wellbeing Working Party (or similar) and who sits on it?		Meetings and feedback to SLT termly.

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?	Staff meeting agendas	Wellbeing survey sent to all staff.
Are practical wellbeing strategies introduced?	Training timetables	Suggested wellbeing CPD courses and resources emailed to staff.
Is health advice incorporated into CPD?	Staff testimonials	Academy shared wellbeing links available to all staff. -See appendix 3

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

Staff are not expected to come into school during holidays (unless it is part of their JD). The school is open at specified times to allow for flexibility.

We have staff who job share. We also have staff who have reduced hours.

Staff are not expected to send or reply to emails outside of working hours.

We implement the Find Fifteen Initiative

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
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?	Duty timetables Staff testimonials	• Lunch and break duties allocated to allow staff to have a break • Teaching staff are expected to attend 1 assembly a week. • Assembly rota • TA's covering a break duty are normally given a short comfort break afterwards. • Break time rota

Staff absence is managed effectively and is as low as possible

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
What percentage of your budget is spent on supply?	Budget data Healthcare information	• Supply staff (including supply TA) to cover staff absence to minimise 'stretch' on other staff

Do you provide private health care? Is there access to free advice and support? How do you promote good health? 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?		• Back to work interviews after absence • Carbon dioxide monitors in every class to ensure adequate ventilation. • Hand sanitizer is provided in every classroom. •
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Our staff enjoy working at our school and are happy in their job.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
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 to staff stay (on average) at your school?	Staff survey data	• Staff survey data scored 8.1 • Staff testimony • High retention rates (on average over 10 years)

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.

How is diversity embraced to give everyone a voice and representation?

POSSIBLE EVIDENCE

Staff survey data
Photos
Policies
Testimonials

SCHOOL EVIDENCE

ECTS are given a mentor and the appropriate time out of the classroom.

Menopause policies are in place and advice and guidance.

Appendix 1

Has been seen by Nourish the Workplace but removed from public view due to GDPR.

Appendix 2

Term 3		
Date	Development Focus	Anything to bring
04.01.23	Staff meeting details & dates, PP meeting information and IC reminders. Rest of time for booking in IC dates and current focus.	Diaries.
11.01.23	Marsh Writing Moderation 4pm	Y3,4 and 5 here. Y6 to Marsh academy, Y1&2 to Dymchurch and EYFS to Greatstone. See e mail for details from NM sent 3.1.23
18.01.23	PSHE survey Instructional Coaching time	Meet with coaches in place of choosing
25.01.23	Science Enquiry – Chelle / Dyslexia with Simone and Ali	AM/CB room
01.02.23	Trust Maths Moderation	Us to host – details will be on CPD portal.
08.02.23	Peer to Peer review workshop	Ali to give info.
Term 4		
Date	Development Focus	What to bring
22.02.23	Science Assessment – Chelle	AM/CB room
01.03.23	Computing Update- CB Instructional Coaching staff time	AM/CB's room Meet with coaches in place of choosing
08.03.23	Late Parents Evening	LSH
15.03.23	Maths - Jess	Online
22.03.23	Marsh Moderation 4pm	Details TBC
29.3.22	Personalised plans for SEN and SEN update	AS classroom – bring a laptop and your SEN file

Appendix 3



WELLBEING LINKS

Links to online exercise, wellbeing apps & podcasts and discounts for all staff

TAKING CARE OF YOU

At OCMAT we believe that looking after our staff is of high priority. That's why we have put together a working document of useful links to online free wellbeing. If you have any links to share with your colleagues, please email pa@ocmat.org.uk who will update this document.

2022-2023

OCMAT Staff Wellbeing

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