



health and well being in schools

Toolkit

2022

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 for an appropriate amount of time? 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	1. PPA timetable shows PPA and leadership release. The school has looked at opportunities for staff to receive additional leadership time in order to support workload demands, e.g. TLRs had extra time around appraisal reviews due to the time those take. All teaching staff have 10% allowance of PPA weekly together with year group partners. TLR leaders have an additional 10% time weekly as a minimum along with the appropriate additional time for ECTs. HLTA's and designated staff cover PPA across the school. 2. Effective use has been made of the recovery premium and school led tutoring money to provide additional staff to support teaching across the school. 3. PPA staff are internal staff (i.e. no use of external coaches) which means they receive quality CPD and delivery high-quality provision which reduces the workload pressure for staff released (as they do not have to worry about the curriculum for their class). PPA staff make an active contribution to the quality of the overall curriculum.

		4. All leaders have quality 121 time with the headteacher on a regular basis. This is scheduled within the school day, in addition to any leadership allocation they are given, to support their leadership work. 5. We have a large workroom with staff library, access to copiers etc to ensure that PPA can be purposeful. All classrooms have been equipped with desktop machines this year so that laptops are not needed in class when staff are on PPA time. The workroom has also had desktop machines installed but all staff (inc. TAs) have individual access to laptop devices to support their own workload. 6. Where areas are higher focus, additional time is given. 7. Staff meetings take place once a week every Wednesday 3.30-4.30pm to support manageable and appropriate workload. There are occasions, e.g. around report writing time, where staff meetings are allocated as directed time to support additional tasks. 8. Twilights have also taken place this year in order to release staff early on an INSET day (which ran into half term) in order to support well-being. 9. The school committed to a workload review this year as part of the School Improvement Plan. As part of
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		this review, a survey was undertaken which showed 83% of staff saying workload is fairly manageable or very manageable. Only 6% (2 staff) said it was fairly unmanageable whilst the remaining staff said it varies. In addition, a wellbeing forum continues to meet to consider strategies to support workload and wellbeing. 10. Further survey data from Nourish Ed shows: Average 8 say workload is appropriate to my position. 7.6 say workload is manageable (which is a slight improvement on last year). 11. Workload is constantly under review and is regularly discussed with SLT and also a standing agenda item within Governing Body meetings.
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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) - Are there appropriate tables and chairs to eat effectively?	Photographs Staff testimonials Staff survey data Site plan	1. Facilities - Lunch is currently staggered, Staff room has 2 microwaves, kettle, toaster, 2 fridges, hot drinks vending machine, water machine, a radio, a weighing scale and table and chairs which were brand new last year. Sufficient cutlery/cups/plates/bowls are available. Staffroom has inspirational quotes. 2. Green Block (separate building) also has separate kitchen facilities available.

- 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' a lunchtime as their workload allows it?		3. Refreshments - Water cooler is free of charge, vending machine is a small charge of 25p (cost to break even). 4. Senior staff undertake lunch duties once per week. A Free lunch is provided for them by our catering company. Staff can also order paid hot meals through the School Grid app. 5. Tuck Shop provision has been introduced for the children this year. However, this is also available for staff to purchase. Free fruit is always regularly available. 6. Toilets - There are staff toilets dotted around each area of the building, all within a short distance. 7. We also have a staff shower if anybody ever wanted to use it! 8. Thank you messages from parents/carers are displayed in the staffroom. 9. We provide FREE breakfast items for staff. There is also help available to provided food for staff (as we do with parents/carers) if they needed it. 10. Mental health/counselling is available FREE OF CHARGE to staff either in person or via Education
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		Support Partnership. The ESP also provides other support, e.g. financial advice etc. 11. Nourish Ed survey data shows a score of 8.7 saying the staffroom is welcoming with comments that the space is lovely with great facilities. There is also a score of 9.3 saying the staffroom is well equipped. Although the score is only 7.3 for staff getting time to eat during the day, staff are regularly reminded about the importance of their lunchbreak and the staffroom is much busier now that restrictions have been lifted. 12. In order to encourage staff eating together, there are occasions where a bring and share breakfast or lunch is organised. This has included an INSET day off-site which included a free lunch for ALL staff.
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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?	POSSIBLE EVIDENCE Job descriptions Staff survey data	SCHOOL EVIDENCE 1. This area has previously been led by somebody who is not on SLT. However, due to maternity leaves and staff changes, this is currently held by the HT on a temporary basis. This will return to staff leadership in September 2022. 2. The role is not set out as part of a specific job description. However, all teachers job descriptions have an aspect of

		contribution to the wider development of the school. Within the staffing structure there is a leadership role for wellbeing clearly defined and noted. 3. The wellbeing lead usually meets the HT regularly before agendas and after wellbeing forums to discuss workload issues and suggest solutions. Emails are also sent to the HT regularly. 4. Annual surveys are undertaken, as well as Nourish Ed surveys and any specific workload reviews, in order to gauge the views of staff about workload and wellbeing related issues.
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Wellbeing is covered in CPD sessions 3 times a year		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE Is wellbeing CPD available to all staff? Are practical wellbeing strategies introduced? Is health advice incorporated into CPD?	POSSIBLE EVIDENCE Staff meeting agendas Training timetables Staff testimonials	SCHOOL EVIDENCE 1. The wellbeing leader organises staff social events and activities. This has included staff bingo, pub crawls, social gatherings etc. 2. The CPD schedule also includes opportunities for wellbeing within the school, e.g. INSET day lunch off-site, staff summer event (using school wellbeing budget) with free food and entertainment for staff. 3. Secret Angels initiative continues with staff nominated to look out for the wellbeing of others.

		4. Well-being forums are organised every half term. Agendas are prepared to inform the well-being forums and minutes are completed and acted upon after speaking to SLT. 5. Wellbeing and mindfulness CPD sessions have been planned previously. 6. Staff celebrations – birthdays are celebrated by giving birthday cards each year, shouts outs in briefings, golden staff nominations occur every half term and messages are shared with staff. Winners are celebrated on the wellbeing display and all nominees receive a treat whilst the winner wins a paid day of leave. 7. Information, resources, links and health advice are available for staff to support their well-being on the school website. https://www.yewtreeprimary.co.uk/well-being-2/ JB also offers advice weekly in briefings. 8. Supervision is also in place for the HT and the DSLs. This has also been extended this year to include members of the ECM team who feel they would benefit from this.
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We operate flexible working strategies

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is there flexible access to school during the holidays? 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?	Staff testimonials Staff survey data Staff list with days shown School policies	1. Staff can come to school during the school holidays but these are during allocated days and times. This is in order to ensure a better work life balance for the site and cleaning staff by not operating all hours. Nevertheless, the school is opened daily on a very flexible basis to support staff in their working patterns (e.g. open from 7am – 6pm) 2. Yew tree offers part time and job share contracts where available. Currently in 21/22 2 teachers in reception, 2 teachers in year 2 and 2 teachers in year 6 job share. We also have part time PPA staff, strategic leaders and senior leaders. We have also made adjustments to staff contracts, where requested and possible, to accommodate part time working requests. 3. Staff have been able to attend their children's school events. Staff have occasionally done this by using PPA time which is swapped to suit but staff have been allowed to attend events even if it is beyond policy expectations. During lockdowns/bubble closures or times when staff's children were isolating, flexibility has been afforded where required in order to drop off/pick up their children where childcare has been affected.

		4. Email wise, we don't have a policy of times when emails can be sent as we recognise that could cause a workload issue for some. Our rule is that we only expect replies on working days. The number of group emails sent weekly is monitored and feedback given/adaptations made if this becomes significantly excessive. 5. Changes were made to add Zoom links to the calendar for online school activities. This has reduced the need for emails to send these.
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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?	Duty timetables Staff testimonials	1. In terms of find fifteen, we have mentioned in briefings about trying to ensure people take lunch breaks. We have purchased new chairs for the staffroom in the past year to make it a more comfortable experience and we put food in the staffroom on occasions to encourage people to go in. 2. We have a free weight app to support people in being healthy and this is in the staffroom. We have a second kitchen in Green Block to support those in taking a break even if they can't use the staffroom.

		3. Lunchtime supervisors and any part time staff are encouraged to use the facilities before/after their shift etc. 4. SLT and LTS are employed to carry out lunch duties so staff can have their lunchtime. Some support staff swap roles to take turns in order to have their lunch. 5. All staff are allocated a clear 30min lunch break in line with contracts. Senior leaders who do a lunch duty also get a FREE lunch from our caterer. We also have a rota to ensure that senior leaders are not on duty daily. 6. Assemblies are done in key stages (N-R, YR1-YR3, YR4-YR6). Only staff working within their key stage need to attend. There is an assembly rota where each member of staff delivers an assembly once every half term. Assemblies have been done via zoom. Resources (e.g. Picture News) are provided to support staff in planning assemblies.
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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? Do you provide private health care?	Budget data Healthcare information	1. Approx. £40k is made available for supply purposes and use of this is monitored carefully to ensure trends or patterns are identified. Absence has been particularly high this year due to Covid. However, this is not normally the case.

Is there access to free advice and support? How do you promote good health? Does your school hold back to work interviews?		2. Individual staff absences are monitored and RTW forms are completed following any period of absence. This allows the opportunity to meet for a face to face discussion where requested. 3. Absence monitoring meetings, or RTW discussions, have enabled support to be offered to employees which has included referrals to occupational health where appropriate. 4. We try to cover internally wherever we can to minimise impact on children. Any supply covering for more than three weeks are asked to attend CPD etc. Also, we support year groups where there is staff absence. 5. Education Support Partnership is available to all staff where they can get information, guidance, and support for well-being. A guest came in to talk to all staff about ESP in the last year. All staff got given a leaflet about counselling and its benefits and contact details for free advice and support. The link is also available on the school website. 6. Meditation apps are available to download from the school website. 7. Employee Assistance Counselling Service and Every Mind Matters is available on the school website to
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		support staffs well being. https://yew-tree-primary-school.secure-primarysite.net/well-being-2/ 8. Yew tree is a healthy school. All children are offered a healthy school meal. Children can only bring in healthy food and all staff are encouraged to model healthy eating. 9. During any periods of absence which lasts a week or more, the HT completes weekly welfare calls with the staff member as an opportunity to check in and maintain contact. 10. Staff 'weight' app to support staff wellbeing and scales and app instructions for this are in the staffroom. 11. We have also spoken about physical and mental health when staff have worked remotely. Stress Management Policy is also in place.
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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?	Staff survey data	1. Average – 8.5 are happy at work (increase from last year).
Were there any 1-4 values ticked? How are you addressing these?		2. Average – 8.5 feel staff behave positively at work (increase from last year).

How long to staff stay (on average) at your school?		3. Average – 9.4 feel staff are friendly and welcoming (increase from last year). 4. 96.4% say they have someone to go for advice and support (decrease from last year). 5. Average – 9.1 feel safe at work (increase from last year).
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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? How is diversity embraced to give everyone a voice and representation?	POSSIBLE EVIDENCE Staff survey data Photos Policies Testimonials	SCHOOL EVIDENCE 1. All our staff are treated equally. LTS, admin and site staff are included in our school communication etc. However, we do look carefully at CPD to ensure they only attend things which are relevant to them. 2. Admin/SLT staff, as a specific group, have all completed DSE training and have additional equipment provided to ensure they have their devices at a higher level to support their physical health etc. 3. DSLs have access to supervision to reflect the high level of cases they are dealing with and recognising the impact that can have on their mental health

		4. Religious/cultural needs – where requested and practical, staff have been given time and space to pray during lunch times. 5. In the past staff members have been allowed to take paid leave of absence for Eid. 6. Public Sector Equality Duty Policy has an action plan in place to support work in this area. The environment is inclusive in its displays and representation. 7. The curriculum is developing its diversity and staff have had training input around equality and diversity. 8. We note all major religious festivals on our assembly plan and tweet etc about these. 9. When people sign in, they are reminded of our equality code (linked to the equality act). 10. During appraisal moderation, we consider different groups related to ethnicity, gender etc to ensure we are being fair and equal in our application of the policy to all protected characteristics.
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