

Westbourne Primary School

STRESS MANAGEMENT AND AVOIDANCE POLICY

Introduction

The Governing Body of Westbourne Primary School is committed to making every effort to protect the health, safety and welfare of all staff. The importance of avoiding, identifying and managing work related stress is seen as crucial to this commitment.

The Governing Body is looking to create an environment that enables all staff to cope successfully with the demands and pressures of their jobs and to offer support to those staff whose health and well-being are affected by stress.

Prevention of Work-Related Stress

The Governing Body shall ensure that:

- There is appropriate consultation with accredited union representatives on issues affecting the working environment of staff.
- The procedures for communication throughout the school are open and informative. Strategies are in place to inform staff about stress and its causes.
- Opportunities are provided for staff to undertake training on stress avoidance, identification and management.
- Necessary job training needs are identified and agreed with the staff concerned, reviewing these annually and upon appointment or changing role.

The Governing Body recognises responsibility for the Headteacher and will monitor potential stress relating to that role.

Identification of Stress

The school shall ensure that regular risk assessments are undertaken in respect of potential work place pressures and that reasonable steps are taken to reduce potential stress factors.

As part of the annual performance management review for all staff any mismatch between the role and the job description shall be identified and the job description updated as required.

The school will make information and training available to staff to help identify the signs of stress in themselves and others.

Management of Stress

The school will identify internal and external sources of support for any member of staff suffering from work related stress.

Appropriate stress management courses will be provided for all staff together with advice and guidance on strategies and activities to reduce the incidence and effects of stress.

Staff with line management responsibilities shall:

- Be assisted through advice and training to recognise the symptoms of stress in order to provide early intervention and support.
- Monitor workloads to ensure that they are manageable without undue stress.

Endeavour to act particularly sensitively towards absences that are potentially stress related.
Seek appropriate advice where any absence is identified medically as being due to work related stress before taking any action.

The Headteacher/Governing Body shall ensure that any incidence of bullying and harassment is not tolerated.

The Governing Body shall be responsible for the management role in respect of the Headteacher.

Any member of staff who thinks they are suffering from stress, whether work related or in their personal life should inform the Headteacher to determine what support can be made available and to minimise the effect upon carrying out their job.

Staff shall be expected to participate fully in the implementation of this policy and in any associated training provided individually or collectively.

Staff shall be expected to take up any appropriate offer of support/counselling that the school provides.

Monitoring and Review

The Headteacher shall report to the Governing Body upon the implementation and effectiveness of this policy at least annually.

The Governing Body shall initiate review of the policy as necessary in the light of the Headteacher's report.

Conclusion

The Governing Body recognises the importance of reducing stress in the working environment and will take all possible steps so to do. In particular it will support all initiatives developed and agreed to further the success of this policy.