

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR EMOTIONAL HEALTH & WELL-BEING



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Llywodraeth Cymru  
Welsh Government



Cynlluniau Ysgolion Iach - Rheolwrhau Cymru



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## **REVIEW OF POLICY**

This policy is central to the development of well-being and a healthy community culture and will be reviewed on a biennial basis to take into account any changes to statutory legislation affecting the school.

Headteacher .....

Date .....

Chair of Governors .....

Date .....

# **EMOTIONAL HEALTH and WELL-BEING POLICY**

## **Definition : Emotional Health and Well-Being**

**Emotional and spiritual resilience that enables us to enjoy life, survive pain, disruption and sadness and cope successfully with change. It is a positive sense of well-being and an underlying belief in our own dignity and worth. (MIND 1998)**

The Governors & Headteacher of Portfield School are committed to developing a working environment that promotes the health & well-being of staff, pupils & organisation as a whole.

This policy contains a number of sections that will contribute to an individual's health and well-being, whilst developing a culture of individual health & fitness awareness within the environment.

## **PRIMARY GOALS**

- To promote and improve the lifestyle, fitness and health & safety of all employees through promoting well-being. To ensure that each member of staff has a place of work which is safe and without risk to health.
- To develop a working environment in which staff feel valued and proud to be part of the school.
- To promote the emotional health of pupils to build confidence and self- esteem, develop emotional resilience and enhance capacity to learn.

## **EMPLOYEE RESPONSIBILITIES**

Each member of staff has a legal obligation to take reasonable care for the safety of her / himself and of others who may be affected by her / his actions and to co-operate with the management team and staff at all levels. In practical terms it means developing self awareness, understanding and expressing feelings and managing emotions; having empathy and awareness of other people's thoughts and feelings; ability to communicate effectively and to use conflict resolution skills.

## **OBJECTIVES**

### **1. PERSONAL HEALTH**

- Portfield School has a designated well-being co-ordinator.
- The school presents informed messages relating to healthy eating, physical fitness and personnel issues on a designated notice board in the staff room and corridor
- Staff are supported in using school facilities e.g hydropool sessions twice weekly
- We encourage employee wellness and pro-actively manage risks of illness by supporting leave of absence for urgent or unavoidable medical appointments. It is expected that annual dental checks & procedures and less immediate medical checks will be arranged outside working hours.
- The drinking of water is promoted. The mains water supply is filtered and cooled prior to drinking via specialist equipment to ensure finest quality water.
- The school across-the-board presents consistent, informed messages about healthy eating.

- In liaison with Pembrokeshire Catering, lunches provided from the school canteen offer a variety of healthy options.
- We support staff by inviting colleagues to attend “Back to Work” meetings on a weekly basis.
- SLT have an “open door” policy for staff, parents and external agencies to discuss health issues.
- SLT offer support for Occupational Health and School Counsellor, when appropriate

## 2. SMOKING

- No smoking (including e-cigarettes) is allowed within the school building.
- Health information relating to smoking can be found on the Health notice-board in the staffroom.
- Smoking within the fenced area of the school grounds is not permitted.
- Member of SLT trained in “Cessation of Smoking” to support staff who wish to stop smoking

## 3. STRESS

- At Portfield we are aware that the education and care of pupils with special educational needs is both rewarding and stressful. To support staff in this challenging role we offer appropriate training i.e. Behaviour, Manual Handling, Picture Exchange Communication Systems (PECS), Physical Interventions – Team teach
- The Headteacher and Leadership team give careful consideration to time given by staff for meetings and managerial responsibilities to ensure the time falls within pay and conditions.
- Reasonable ‘leadership time’ is provided for members of the Leadership team.
- Teachers have 10% working time allotted for planning, preparation and assessment.
- A designated area is available for teachers to work during P.P.A. time
- The Leadership Team encourage staff to approach them with work-related concerns or issues. Wherever possible a resolution to the matter will be found in-house or relevant agencies contacted to moderate regarding the issue.
- Change is an important issue in school. To alleviate unnecessary concerns regular staff meetings are held to ensure everyone is up-to-date with new initiatives or a departure from normal routine. A staff memo and use of e-portal ensures information is disseminated as soon as possible.
- The County Council’s Counselling Service and Teacher Support line telephone numbers are available for staff.
- Staff have access to School Counsellor on request
- Aromatherapy/Massage sessions arranged for staff – free of charge
- Team Building days out arranged for staff occasionally
- “Briefing” sessions held on two mornings per week enable staff to discuss issues pertinent to the day. Information is placed on portal for Satellite staff.
- SLT visit Y Porth on a weekly basis to offer support and advice.

## 4. STAFF ABSENCE

- The Leadership team are aware of the effect on staff when there is a high level of absence. Due consideration is given to the need for adequate supply arrangements

where necessary, with the safety and well-being of both pupils and staff taken into account.

- Investigations are made regarding health issues related to school with the aim of reducing effects or plan to avoid in the future.
- Staff are entitled to the Leave of Absence days as set down by the L.E.A. Applications for these must be placed before the Headteacher or in their absence, the Deputy Headteacher.
- Leave of Absence requests which are not covered by the L.E.A. policy are at the Governors discretion and may be offered without pay or refused. Applications for these must be placed before the Headteacher or in their absence, the Deputy Headteacher.

## 5. ENVIRONMENT

- Following the completion of the new build for the school, and the new Satellite build staff now have more space and suitable environment in which to work and teach.
- The Headteacher regularly monitors the health and safety aspects of the whole school. Regular inspections are carried out by designated staff who directly report to the Headteacher. Any issues reported by the group are investigated appropriately.

## 6. HEALTH AND SAFETY

- Behaviour - Staff have regular training in behavioural approaches and physical intervention. Support in behaviour plans and strategies is readily available from the Headteacher and Leadership Team.  
Risks assessments ( Consistent handling plans) are carried out for some pupils.
- Manual Handling - Staff have training in moving and handling which is updated as necessary. Some pupils have a moving and handling risk assessment carried out and annually reviewed.
- Mini-bus Drivers - Drivers – All drivers who volunteer to drive a school mini-bus pass a MIDAS driving test or equivalent. Portfield ensure their drivers are well trained. Mini-buses are regularly serviced and maintained by the Local Authority.
- School Trips - Risk assessments are completed before pupils are taken on visits, community based activities or off-site.  
\* For trips that take place out of school hours or over a period of days the L.E.A. risk assessment is completed which ensures correct staff/pupil ratio to ensure safety.
- Risk assessments are in place and verified to ensure the safety and well-being of both staff and pupils.
- Fire procedures are followed and regular fire drills are carried out and recorded.
- There are an appropriate number of trained First Aider's to support staff and a member of support staff who have the 1 day First Aid training.
- The school Dress Code is designed to ensure staff safety.
- Accidents at work must be reported and recorded on Behaviour Watch

## 7. EQUAL OPPORTUNITY

- Portfield has a race equality policy where a multi-cultural environment is celebrated.
- All job applications are looked on favourably by the Governors & Headteacher regardless of sex, race or disability. However, due to the often difficult or delicate nature of working with pupils who have personal or challenging needs, consideration will occasionally be given to the most suitable person to work with a pupil or pupils.
- If a member of staff is experiencing unacceptable behaviour from a colleague e.g. bullying or sexual harassment, this must be reported to the management team and Headteacher who will deal with the issue accordingly.

## 8. CURRICULUM

- Whole school approach to the planning of emotional health and well being using “Habits of Mind” approach
- Emotional health is covered through NC subjects and PSD Scheme of Works
- School Council have an active part in forming guidelines re: emotional health and well being

## 9. FAMILY & COMMUNITY INVOLVEMENT

- Parents/carers and governors are well informed about importance of emotional health and well being
- Parent events arranged e.g. pamper night
- Pupils contribute to Governing Body meetings
- School engages with a variety of agencies to support pupils and staff, e.g. Pupil Behaviour Intervention Service, Occupational Health

## 10. ASSESSMENT, MONITORING & EVALUATION

- The emotional health of pupils is assessed continuously by all staff
- Portfield School also uses PASS (Pupils’ Attitudes for Self and School) assessment tool
- Emotional Health and Well-Being is a core element of our health promoting school work, key indicators are monitored by healthy Schools Co-ordinator.

The well-being of the Portfield community is seen as contributing to the school improvement and has an impact on policy and practice.