

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR MENTAL WELLBEING



Tel: 01437 762701

Fax: 01437 771444

Email: admin.portfield@pembrokeshire.gov.uk



June 2017

Review of Policy

This policy will be reviewed biennially unless changes of circumstances or legislation requires it to be amended earlier.

Signed:
Headteacher

Date:

Signed:
Chair of Governors

Date:

Portfield School Policy for Mental Wellbeing

Portfield School Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individual's physical health, social wellbeing and productivity.

Mental wellbeing in the workforce is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advise and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Aim of the Policy

To create a workplace environment that promotes and supports the mental wellbeing of all employees.

To ensure that the working environment promotes the mental health and wellbeing of employees, clients and visitors.

Objectives

The objective is to develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

This can be achieved by:

- Reducing discrimination and stigma by increasing awareness and understanding;
- Employee surveys to identify mental health issues;
- Provision of information for employees to increase their awareness and mental wellbeing;
- Giving non-judgemental and proactive support to individual staff that experience mental health problems;
- Including information about the mental health policy in the staff induction;
- Providing opportunities for employees to look after their mental wellbeing, e.g. through physical activity, stress reducing activities and social events;
- Promotion of the Five Ways to Wellbeing concept produced by the New Economics Foundation (NEF) which are: connect, be active, take notice, keep learning and give;
- Realistic employee targets that do not require them to work unreasonable hours;
- Ensuring all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job. This will help engage employees in their work;
- Managing conflict effectively and ensuring the workplace is free from bullying and harassment, discrimination and racism;
- Establishing good two-way communication to ensure staff involvement, particularly during periods of organizational change.

Support that can be provided for employees experiencing mental health difficulties include:

- Ensuring individuals suffering from mental health problems are treated fairly and consistently;
- Clear communication with colleagues who are able to support at the initial symptoms of stress to prevent further stress;
- Ensuring employees are aware of the support that can be offered through the occupational health department, their GP or a counsellor;
- A graduated return to work arrangement in cases of long-term sickness absence, if possible;
- Where a return to the same job is not possible due to identified risks or other factors, every effort is made to help identify alternative employment in consultation with the employee;
- All matters relating to an individual employee's mental health problem to be treated in the strictest confidence and share on a 'need to know' basis only providing the consent of the individual concerned is given.

Ways to encourage employees who are experiencing mental health problems include:

- Showing a positive and enabling attitude to employees and job applicants with mental health issues;
- Ensuring all staff involved in the recruitment selection process are briefed on mental health issues and the Disability Discrimination Act;
- Not making assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant;
- Ensuring all line managers have information and training about managing mental health in the workplace.

Recognising workplace stress is a health and safety issue by:

- Identifying all workplace stressors and conduct risk assessments to eliminate stress or control the risks of stress;
- Providing training in good management practices;
- Providing confidential counselling and adequate resources;
- Aligning with other relevant policies such as Emotional Health & Well-Being and Substances.

Communication

All employees will be made aware of the mental wellbeing policy and the facilities available.

Useful Websites:

<http://www.nice.org.uk/PH22>

<http://www.mind.org.uk/for-business/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing/>