



# Stress Management Policy

<b>Date of last review:</b>	2023	<b>Review period:</b>	3 Years
<b>Date of next review:</b>	2026	<b>Written by:</b>	Rebecca Garratt
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Finance & Resources
<b>Signature:</b>			

## **Introduction**

The Governing Body is committed to protecting the health, safety and welfare of school employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the school. The Headteacher is responsible for implementing the policy and the Governing Body will provide the necessary resources to implement the policy.

## **Definition of Stress**

The Health and Safety Executive defines stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Governing Body recognises that there are workplace stressors specific to staff who work in schools. These stressors can include: teacher/student ratios, violence, class discipline, student attitudes, workload, and parental expectations.

## **Policy**

- The Governing Body and Headteacher will identify all workplace stressors and ensure that risk assessments are conducted to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Governing Body will consult with staff and their Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The Governing Body will support training for all managers and supervisory staff in good management practices.
- Staff affected by stress caused by work factors will be advised of the confidential counselling service provided through Occupational Health.
- The Governing Body will provide adequate resources to enable managers to implement the school’s agreed stress management strategy.

## **Responsibilities**

### **Headteacher/Line Managers**

- Conduct and implement recommendations of risk assessments within their jurisdiction.

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their jurisdiction.
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Where appropriate, seek advice (e.g. from Human Resources) on supporting staff who are experiencing stress or who are off sick as a result of stress.

### **Employees**

- Be aware of possible causes of stress at work and impact on wellbeing.
- Raise issues of concern with your line manager or Headteacher.
- Accept opportunities for counselling and support when recommended.
- Accept appropriate support from colleagues and line managers.
- Attend relevant training, as required.

### **Safety Representatives**

Where there are accredited Trade Union Safety Representatives in school, they:

- must be meaningfully consulted on any changes to work practices or work design that could precipitate stress;
- must be able to consult with members on the issue of stress including conducting any workplace surveys;
- must be meaningfully involved in the risk assessment process;
- should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.

## Individual Stress Management Action Plan

Name of Employee:

Name of Line Manager:

Name of Facilitator:

Date of Meeting:

Background Information:

Employees perception of stress:

What action(s) will support the employees well being?

Actions Agreed:

Additional Information:

Review date:

## INDIVIDUAL STRESS MANAGEMENT ACTION PLAN

**Employee** – name of the employee the stress plan is about

**Line Manager** – name of the employee's line manager

**Facilitator** – Name of facilitator of the meeting, if applicable

**Date of Meeting** – Date the meeting took place.

### **Background Information**

Background information will typically include

- Reasons why the stress management action plan is being developed
- Description of the employees current work situation, are they at work or absent from work
- Description of the employee's well being
- The job role and work location of the employee
- Any other relevant background information

### **Employee's perception of stressors**

Ask the employee to describe their perceived stressors

- List the employees perceived stressors, what does the employee feel is contributing towards their stress, this can include both work and non work related issues.
- This should only contain the employees' perceptions, it is NOT appropriate to include the perceptions of managers/others involved.

### **What action(s) will support the employee's well being at work?**

Ask the employee to describe what they think would support their well being at work?

- List the specific practical solutions the employee would like to see in place.
- If the employee is not able to think of anything record this.

### **Action agreed**

- Describe the actions agreed.
- Identify who is responsible for each action and the timescales agreed.
- State any employee requests that can't be met and the reason(s) why.

### **Additional information**

- Any additional information for example employees' return to work details.

### **Review**

- The manager and the employee need to agree a time and date to discuss and review the effectiveness of this plan.