

Policy Title:	Model Stress Policy	
Date of Issue:	26.11.2019	
Date of Review:	Summer Term 2020	
Author & Role	Mr K Welsh - Headteacher / Mrs J Wilson - SENCO	
Ratified by:	Governors Policy Committee	
Responsible signatory:	W Blundell	M Maher
Date of signature:	26.11.2019	26.11.2019
Outcome:	<p>This Policy:</p> <p>Details that Astley Park is an inclusive school with an excellent community spirit, where all children regardless of their SEN and cultural background, have the opportunities to learn, socialise, be cared for and work alongside their peers in a supportive and nurturing environment.</p>	
Cross Reference:	Health and Safety Policy	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Astley Park School

MODEL STRESS POLICY FOR SCHOOLS

(This policy is intended to be read in conjunction with Section 3 – Stress Guidance for Schools, which is held as a separate document)

Changes made October 2019

Page 5

2.1 Responsibility for the Co-ordination of Stress Management in the School

The member of staff responsible for co-ordinating stress management in School is Mrs C Harwood (Health and Safety Co-ordinator) and Mr S Poxon (Risk Assessments).

Astley Park School

INDEX

	PAGE
Section 1	
1. LCC Statement of Intent	3
1.1. Policy implementation	3
1.2. Scope of the Policy	3
Section 2	
2. Model Policy Statement for Schools	4
2.1 Responsibility for co-ordination of stress management in the School	5
2.2 Risk assessment	5
2.3 Monitoring and review	5
2.4 Statement of the Governors'/Employers' responsibilities	5
2.5 Statement of the Headteacher/Leader's responsibilities	5-6
2.6 Statement of the individual's responsibilities	6
Section 3	
3. Work Related Stress Guidance for Schools	See separate document

Astley Park School

1. Statement of Intent

LCC recognises and accepts that there are increasing demands and pressures placed upon employees and to some extent these could be considered an integral and unavoidable part of working life. Every job has its own unique pressures and demands, responsibilities and day-to-day problems, however no two members of staff are alike, all people are individuals with their own unique characteristics and capacities to deal with different pressures in the workplace and their everyday lives.

This policy aims to provide School's within the Authority with an understanding of stress, including a definition and a summary of the more common causes. It also sets out responsibilities for Governing Bodies, Headteachers and leaders and individual members of staff and provides information about the support, information and training that is available.

This document has been produced following consultation with the recognised Teacher Associations/Trade Unions and the Dioceses.

1.1. Policy Implementation

This Stress Policy is implemented across the County Council by:

- Commending it to Schools across the Authority.
- Requesting Governing Bodies to put in place systems to ensure that it is adopted and actioned.

Schools may be asked to show evidence of both a stress policy and stress risk assessments as part of any external audits or inspections or as part of an LCC Health and Safety Audit.

1.2. Scope of this Policy

This Policy applies to staff in Community and Voluntary Controlled Schools, where the Local Authority remains the Employer, however Governors in Voluntary Aided and Foundation Schools will be encouraged to adopt the policy and ensure that appropriate measures are put in place to address the issue of stress.

This policy should be read in conjunction with Section 3 – Work-Related Stress Guidance for Schools (held as a separate document) and other related LCC policies; Managing Sickness Absence, Dealing with Violence and Aggression, Dealing with Workplace and Work Related Harassment and Bullying and Grievance procedures and the Stress Guidance provided by the Health, Safety and Quality Team all of which are available on the schools portal.

2. Model Policy Statement for Schools

The Governors and Headteacher of Astley Park School recognise and accept their Health and Safety responsibilities and will take all reasonably practicable steps to address any stress related issues in school.

The school will:

- (a) Ensure that the Stress Policy is brought to the attention of all staff who work in the school.
- (b) Ensure that where necessary, a School/Team Risk Assessment is undertaken to identify the potential scope and causes of stress within the school and share the findings with staff and the Governing Body.
- (c) Implement control measures to minimise the potential risk/causes of stress at work.
- (d) Monitor and audit arrangements in an effort to continuously improve the quality of the working environment and reduce the impact of stress at work.
- (e) Encourage staff to report their views and to discuss stress-related issues with a member of the school's Management Team and/or their trade union/professional association (including safety representatives).
- (f) Ensure all staff are treated fairly and equally.
- (g) Ensure that individuals who have or have had symptoms of stress-related illness are treated responsibly and fairly at an early stage, that confidentiality is ensured, and that Individual Risk Assessments are undertaken as necessary.
- (h) Ensure a culture in school where stress is not viewed as a personal weakness.
- (i) Nominate a member of the school's Senior Management Team to be responsible for the co-ordination of stress management in school.
- (j) Communicate effectively with all staff and 'manage change' in a sensitive and responsible manner.
- (k) Review arrangements for managing stress on a regular basis or following changes in the school's Senior Management Team (SMT), organisation or structure.

2.1. Responsibility for the Co-ordination of Stress Management in the School

The member of staff responsible for co-ordinating stress management in School is Mrs C Harwood (Health and Safety Co-ordinator) and Mr S Poxon (Risk Assessments).

2.2. Stress Risk Assessment

School/Team Stress Risk Assessments will be undertaken in consultation with staff. The findings of these Assessments will be communicated promptly to staff and the Governing Body.

Individual Risk Assessments will be undertaken for staff who have or have had symptoms of stress-related illness and these will be treated in confidence.

2.3. Monitoring & Review

Procedures for monitoring stress in school and School/Team Stress Risk Assessments will be reviewed on a regular basis and following any changes in the school's Senior Management Team (SMT), organisation or structure. A copy of the school stress policy will be appended to the School Health & Safety Policy.

2.4. Statement of the Governor's/Employer's Responsibilities

Governors/employers will:

- Ensure that all staff have access to comprehensive and relevant information about work-related stress.
- Put measures in place (including the establishment of a school safety committee to ensure regular liaison with trade union and professional association representatives and safety representatives) to prevent, so far as is practicable, work-related stress.
- Ensure that adequate resources are in place to support the policy.
- Review and monitor sickness absence levels and staff turnover in relation to stress.

2.5. Statement of the Headteacher's/Leader's Responsibilities

Headteachers and Leaders at all levels have a key role to play in considering the workload and health implications of decisions involving staff. It is the responsibility of headteachers and leaders to;

- Ensure that where necessary, adequate risk assessments are carried out to evaluate any impact of stress.

- Ensure that sickness absence and staff turnover is regularly reviewed and monitored to identify any problem areas.
- identify and respond promptly to issues of work-related stress.
- Reduce the impact of stress by promoting a culture of mutual trust, promotion of self-esteem, shared objectives and common goals.
- Act on stress-related information/reports received from Schools Human Resources and other sources.

2.6 Statement of Individual's Responsibilities

Individuals have a duty to:

- Co-operate with their employer in minimising, so far as is reasonably practicable, work-related stress.
- Make reasonable adjustments if working practices have to change due to circumstances beyond the school's control.
- Inform their leader if they feel they are suffering from stress so that he/she has the opportunity to try to resolve any issues.
- If anyone feels that they are unable to raise the matter with their leader they can contact the Schools Human Resources or their union/professional association.



Astley Park School