

DRUMAHOE PRIMARY SCHOOL



Policy on Staff Emotional Health & Well-Being

Developing the potential of everyone to the full, within a caring and stimulating environment

Principal: T. R. McMaster B.Ed.

POLICY ON STAFF EMOTIONAL HEALTH & WELL-BEING.

Drumahoe P.S recognises that the staff of any school is its most valuable resource and that their emotional health and well-being is of primary concern.

The school is committed to producing a caring and supportive working environment which is conducive to the welfare of all staff and which enables them to develop and contribute to their full potential. Drumahoe P.S aims to provide support for staff through existing policies and procedures and through individual pastoral care and advice.

The Principal will:

- ensure the provision of a healthy work environment;
- provide pastoral/welfare support for individual staff as required;
- ensure all staff are treated in a fair, sensitive and confidential manner;
- support as far as possible any initiatives and recommendations in relation to staff welfare as advised by the board.

Individual staff members have a responsibility towards their own health and well-being at work and are advised to raise any matters of concern.

- Any member of staff who has a concern regarding his/her welfare should address this initially to the Principal or, in special circumstances, directly to the WELB staff welfare officer.
- Staff who are members of a trade union may also wish to consult with their trade union representative regarding any welfare matters.
- Staff also have a responsibility to be sensitive and responsive to the welfare of others at work, and are required at all times to act in a way that respects the health and well-being of others.

Alleviating Stress & Promoting Well

At Drumahoe P.S.:

- The Principal gives regular verbal recognition, praise and encouragement to staff for their work;
- The Principal operates an 'open-door' policy where staff are free to express concerns directly to senior management;

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- Teachers provide and share supervision of each other's classes to allow each teacher some 'free' planning time throughout the week;
- Staff share a celebratory meal at the end of the autumn & summer terms;
- Staff are encouraged to socialise together throughout the school year;
- Where members of staff have been involved in an initiative, competition or award; scheme, they are publicly commended at assembly and in news memos to parents;
- Any other stress management initiative will be considered in consultation with staff prior to agreement and/or implementation.

Support Services

The staff are advised that information and advice will be made available in relation to the following areas where required:

- WELB policies and procedures relating to staff health and welfare;
- Staff care and specialist counselling;
- Occupational health services and occupational medical referrals arranged in relation to staff welfare concerns;
- Support groups providing specialist support for individual circumstances e.g. CRUSE (bereavement), RELATE (relationship and family matters), the Northern Ireland Association for Mental Health, Victim Support etc.

MONITORING AND REVIEW

This policy was monitored and reviewed by the Principal in September 2012 and will be reviewed every two years or more often as necessary.