



Anti-Stress Policy

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Reviewed by: EXPC

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Headteacher	Sign & Date:	
Chair of Governing Body	Sign & Date:	

Parsons Down Partnership of Schools

Anti - Stress Policy

June 2016

Introduction

We at Parsons Down Partnership of Schools, are committed to protecting the health, safety and welfare of our 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 Partnership. The Governors are responsible for the implementation of the policy and the Schools are responsible for providing the necessary resources.

The Health and Safety Executive define 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.

Policy

- The school will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The school will provide training for all staff in relation to their performance management and within Health and Safety and Safeguarding issues.
- The school will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The school will provide adequate resources to enable the Senior Leadership Team to implement the school's agreed stress management strategy.

Responsibilities

Senior Leadership Team

- Conduct and implement recommendations of stress related risk assessments within school.
- Ensure good and timely communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to fulfil their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Attend training as requested in good management practice and health and safety.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform West Berkshire Human Resources Department and the relevant Governor Committees of any changes and developments in the field of stress at work.
- Ensure that bullying and harassment is not tolerated within school.

- Ensure staff are provided with meaningful developmental opportunities.

West Berkshire Human Resources/Occupational Health

- Provide specialist advice and awareness training on stress.
- Give guidance to the Senior Leadership Team on the Anti-Stress Policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise the Senior Leadership Team and individuals on training requirements.
- Provide continuing support to Headteachers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Senior Leadership Team or Occupational Health.
- Accept opportunities for counselling when recommended.

This policy should be read in conjunction with the Health & Safety Policy.

This policy is regularly monitored by the Executive Headteacher and the Governor Curriculum and Staffing Committee, and it will be fully reviewed every two years.

Policy Agreed: June 2016

Date of Review: June 2018

Chair of Governors