

# FINHAM PARK MULTI ACADEMY TRUST



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## **MENTAL WELLBEING POLICY**



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## **1. Introduction**

Finham Park Multi Academy Trust (MAT) aims to safeguard the health, safety and welfare of its employees. The MAT recognises that it has a duty of care to look after the mental well-being of its staff whilst they are at work and to ensure, as far as is reasonably practicable, that workplaces and working environments are safe.

Many people will experience some form of mental ill-health in their lives and this may be caused by a number of issues including the pressures and stresses of modern day living, both at home and in the workplace. As an organisation, we endeavour to support individuals as much as possible through practical and emotional support where appropriate.

Anxiety and depression are the most common forms of mental ill-health, which can have an adverse impact on individuals at home and in the workplace. Stress which is not addressed can develop into mental ill health including anxiety, depression and phobias.

Stress is a very individual thing – what causes overwhelming pressure for one person, another may find easy to handle. There are differences in how people tolerate stress, due to many factors, including the extent of the problems they are experiencing, the support mechanisms they have in place and the resources they can call on to help them manage.

The MAT promotes a comprehensive approach to addressing issues that impact upon an individual's mental well-being through prevention, management and support. Such issues may have arisen in the workplace or from personal circumstances. This policy must be supported by a shared understanding between the employee and their line manager. Employees experiencing difficulties that could lead to them suffering from stress or mental ill-health will be encouraged to seek help and support through their line manager. Employees have a duty to themselves and their colleagues to help minimise stress and mental ill-health in the workplace and should take an active part in mental well-being management initiatives.

## **2. Aim of the Policy**

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

## **3. Objectives**

- To tackle workplace factors that may negatively affect mental well-being, and to develop management skills to promote mental well-being and manage identified issues effectively
- To maximise mental well-being in the workplace
- Reduce stigma by increasing awareness and understanding
- To provide a working environment where impacts on health are identified, assessed and removed or reduced



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- To ensure that staff who have, or have had, symptoms of mental ill-health are treated responsibly and in an understanding manner and where appropriate reasonable adjustments are made
- Ensure information on mental wellbeing is available to all employees.

#### **4. Responsibilities**

As employees of the MAT we all have responsibilities in promoting mental well-being and any member of staff should not hesitate to seek advice and/or support if they feel they need it. Confidentiality will be observed when dealing with mental ill-health. However, in exceptional circumstances, it may be necessary to involve others where it is considered that a person may present a danger to themselves or others.

##### **Finham Park MAT will:**

- Exercise its legal duty of care to ensure that ill health resulting from psychological problems and/or stress is treated the same as ill health due to physical causes present in the workplace.
- Execute its duty of care under the Health and Safety at Work Act 1974 to ensure, so far as is reasonable and practicable, that workplaces are safe environments.
- Comply with Management of Health and Safety at Work Regulations 1999 by assessing the nature and scale of risks to health in their workplace.
- Advise employees at the earliest opportunity, that they have a duty both under the Health and Safety at Work Act and also in common law, to safeguard themselves from injury and illness at work. If their work is causing them to feel unduly anxious or stressed they have a responsibility to make their employer aware so that reasonable appropriate action can be taken
- Ensure Governors reflect their commitment to this policy within the MAT's health and safety action plans
- Refer employees to the Occupational Health and Counselling Service at an early stage to enable both the employer and employee to discharge their duty of care under the Health and Safety at Work Act 1974.
- Commit to protecting the health, safety and welfare of its employees. It is recognised that workplace stress and mental health is a health and safety management issue. The importance of identifying and reducing workplace stressors as far as is reasonably practicable is acknowledged.



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**Line Managers have a critical role in promoting mental well-being and minimising stress risks and in offering support to employees. They will:**

- Where potential risks are identified risk assessments will be carried out in their work areas to identify any hazards that could give rise to stress or mental ill-health and act upon these hazards to eliminate or minimise them where practicable
- Ensure they provide good communication to their staff, particularly where there are organisational and procedural changes.
- Through appraisal and regular review they will confirm that staff have the appropriate skills to carry out their role, and where gaps are identified provide the appropriate training and development opportunities.
- Ensure staff are managing the demands of the job by monitoring workloads and working hours
- Ensure that bullying and harassment is not tolerated within their work area
- Be vigilant and offer appropriate additional support to a member of staff who is experiencing stress outside work e.g. a bereavement or separation
- Offer access to the Occupational Health & Counselling Service
- Ensure that contact is maintained with any employee absent due to stress or mental ill-health and that such absences are actively managed in accordance with the guidelines.



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- Ensure that employees returning to work after a period of absence due to stress or mental ill-health are handled in a sensitive and sympathetic manner through the promoting health at work procedures. If the cause of the individual's illness had been due to specific work issues, the manager must ensure that these work-related issues are assessed before the individual resumes their duties

#### **Employees will:**

- Raise issues of concern regarding stress or mental ill-health with their Line Manager, Human Resources or the Occupational Health & Counselling Service
- Consider attending Well-Being Days and Health Screening when offered
- Consider opportunities for counselling when recommended
- Behave in a manner that is conducive to the mental well-being of their colleagues
- Attend training as required

#### **The role of Trade Union Representatives**

- Encourage members to seek help where appropriate
- Help employees to understand the policy and where to seek help, if necessary

#### **5. Contact Information**

If you need any information or support then you can contact the following people:

Laura Slaymaker, Head of HR, Telephone (024) 7641 8135. Direct Dial 1301.

Further details can be obtained from Occupational Health & Counselling Service

**Telephone:** 024 7683 4159

**Email:** [ohc@coventry.gov.uk](mailto:ohc@coventry.gov.uk)



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# **MENTAL WELLBEING POLICY**

Written

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December 2018

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December 2021

Approved by Trustees:

Signed:

MARK BAILIE

Executive Headteacher

Date: 26/3/2019

Signed:

PETER BURNS MBE

Chair of Board of Trustees

Date: 26/3/2019