

Early Years Assessment Centre
Eastmoor Road
Eastmoor
WF1 3SQ

Spinney Centre
Common Road
South Kirkby
WF9 3EA

Forest Wood Centre
Painthorpe Lane
Crigglistone
WF4 3HW

Thornes Centre
Lawefield Lane
Wakefield
WF2 8ST

**Pinderfields
Hospital PRU**
01924 298351



Hospital tuition
Children's Ward
Pinderfields Hospital
Wakefield WF1 4DG
01924 541947

Woodlands Centre
College Grove
Castleford
WF10 5NS

Limes Centre
Long Causeway
Stanley
WF3 4JB

Wrenthorpe Centre
Imperial Avenue
Wrenthorpe
WF2 0LW

Wellbeing Policy 2025-26

Chair of Management Committee
Signed

MISSION STATEMENT

At Pinderfields Hospital PRU we will:

- Encourage honesty, respect and trust
- Exercise discipline and self-control
- Feel safe, secure and happy in the school environment
- Develop our confidence and self-image to allow us to achieve our potential
- Ensure everyone is important and valued
- Promote healthy lifestyles
- Encourage understanding and acceptance of individual needs
- Offer continued support for a smooth transition to the next provision



OFSTED 2023 Overall Judgment = GOOD

Leadership & Management = Outstanding
Behaviour & Safety of Pupils = Outstanding
Achievement of Pupils = Good
Quality of Teaching = Good

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Policy Statement:

The wellbeing of staff at Pinderfields Hospital PRU is paramount to maintaining a successful and forward-thinking school and an outstanding learning experience.

Pinderfields Hospital PRU recognises that the staff are its most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community. The school believes that staff wellbeing support should be personalised and bespoke to meet the specific needs of staff as these arise. How staff feel on an everyday basis affects their performance and therefore impacts on the ethos and atmosphere of the school, which in turn affects our learners.

A happy, motivated and purposeful staff has a positive impact on the wellbeing of learners resulting in happier learners who progress better. The PRU embeds practices and routines to support staff by providing opportunities for them to reflect on their own needs, develop their emotional literacy and recognise when they need individual support.

The PRU raises awareness of the support and services available to all staff enabling them to take responsibility for recognising and addressing their own issues of concern allowing them to work in an efficient and positive way.

A considered approach to staff wellbeing will ensure that we are able to:

- attract and retain the calibre of staff required for an outstanding education provision.
- reduce staff absenteeism.
- continue to develop an enthused and motivated workforce, with high morale, capable of delivering the best education for our learners.
- develop team work, staff development and co-operation
- recognise and respond to workload and work life balance concerns.
- continue to respond to individual needs in a personalised way.
- develop the understanding and communication in our workplace about wellbeing and mental health issues, in order to create a supportive, positive climate for all.

The purpose of this policy is to detail the school practices that support staff with positive health and wellbeing, in order to minimise the likelihood of a skewed work-life balance, of work-related stress and other related conditions, and to ensure that all staff are aware of how to access further professional support and guidance where appropriate.

Key Aims of the policy

- to support staff in their day to day work routines.
- to acknowledge that the needs of both the school and its staff are not static, but change over time.
- to acknowledge the need for the school's leadership, union/staff representatives and staff to discuss achievable work-life balance solutions.
- to carefully plan and agree work-life balance solutions where possible and appropriate, without impacting on opportunities for learners to succeed.
- to encourage a partnership approach to meeting the needs of both the school and the staff.
- to operate in a fair and consistent manner.
- to consider the equality implications or impact of any support strategies that may be introduced.
- to communicate work-life balance suggestions and advice to all staff.
- to include a monitoring, evaluation and review mechanism, linked to performance management and the school improvement plan, for work-life balance initiatives and strategies.

Guidelines for Implementation

The Senior Leadership Team and Management Committee will implement the Wellbeing Policy by ensuring that they: -

- have an open-door policy
 - have a weekly SLT visit to each site
 - promote a school ethos where all staff are valued and where respect, empathy and honesty are the cornerstones of all school relationships.
 - ensure that new staff are supported with an appropriate level of induction.
 - continue to provide opportunities for personal and professional development.
 - support staff to enjoy a work-life balance by providing an additional "wellbeing day".
 - model good practice and positive approaches to health and wellbeing
 - encourage opportunities for all staff to socialise and relax with each other, in both formal and informal contexts.
 - ensure the provision of a staff room that is sensitive to issues of race, gender, sexual orientation, culture, faith and disability.
 - maintain quality staff facilities and accommodation e.g. adequate seating and toilet facilities.
 - provide and attend training to promote a greater knowledge and understanding of wellbeing and mental health within the Pinderfields Hospital PRU setting.
 - ensure that all staff assist in the development of good practice but do not create unnecessary work for themselves or their colleagues.
 - appoint a member of the Senior Leadership Team as a Wellbeing Lead
 - respond sensitively and flexibly to external pressures that impact on staff lives whilst at the same time ensuring the efficient running of the school.
 - provide and promote non-judgmental and confidential support through the Schools Advisory Service (SAS) which is available to employees 24 hours a day, 7 days a week for 365 days per year.
 - provide additional support from the Senior Leadership Team during times of particular challenge and/or difficulty e.g. OFSTED Inspections.
 - make referrals for employees to Occupational Health professional when appropriate
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- continue to support through return to work meetings to support mental health and wellbeing, and decrease absenteeism.
 - maintain contact with staff when they are absent for long periods (through a named person)

Commitment

The following issues will be routinely monitored and reviewed in order to support employees' work life balance

- All teachers have directed time of 1265 hours which includes 28.5 hours unallocated to allow for any additional work. Any work undertaken by teaching staff over this is of their own choice and is not an expectation. Sites are not open during holidays to prevent staff feeling they need to be in school.
- SLT and Management Committee will continue to support all staff and their families when any situation that may arise.
- Individual and Team Workloads. The Senior Leadership Team will continue to ensure that the school's timetable reflects a fair and reasonable balance of work between different members of staff remembering that some staff have TLRs for additional responsibilities. New and emerging priorities are discussed with the staff affected. Ways of managing the implications for individual workloads are addressed
- Planning. The Senior Leadership Team continue to ensure that the preparation of documentation should be as minimal as possible, and is consistent with its intended purpose.
- Meetings. Patterns of meetings are appropriate to the requirements of the whole school and sites. All meetings will have minutes produced
- SAS support is made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life and is available 24 hours a day, 7 days a week for 365 days per year.
- Supervisions and Performance Management. The Senior Leadership Team have provided a clear structure and timeline for all Performance Management and supervision routines, and ensure that performance management targets are specific, measurable, time limited and linked to clear job specifications.

Health and Safety

The school recognises its duty to consider the health, safety and welfare of all employees at the school. The Headteacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff is at risk (which can impact on wellbeing). It will be the responsibility of each individual member of staff to raise awareness with the relevant line manager of any health and safety issues, so that these can be resolved swiftly with a minimal impact of staff health and wellbeing.

Good practice to promote staff wellbeing *may* include:

- daily communication via morning staff briefings.
- recognition of significant staff birthdays and special occasions.
- sites having breakfast events
- a half termly wellbeing event, during a staff meeting
- positive feedback about the school and staff being shared at a staff meeting
- successes celebrated together at staff meetings
- social activities organised by all staff
- agreed wellbeing day
- use of a staff wellbeing survey annually to encourage participation, feedback and development of policy and practice.

Monitoring and review:

All members of staff will be required to familiarise themselves with this policy as part of their induction programme, and annually as a result of any policy amendments.

The headteacher and governors will formally review this policy on an annual basis.

Current arrangements for wellbeing lead:

The named person in school for wellbeing is Adrian Boyer.