

Lincoln Anglican Academy Trust Staff Well-Being Statement

LAAT is committed to ensuring all members of staff have a healthy balance of family, work, rest and leisure in their life. In addition we strive to ensure staff do not feel unduly anxious, insecure or lacking in confidence in their working lives.

For this reason we seek to create a culture where every employee is valued, listened to and encouraged. School leaders at all levels are expected to have their doors open to any colleague who has an undue anxiety or concern. We want members of staff to work together and support each other as universally valued members of one team.

With this in mind we will create a safe work place where:

- Staff work in premises that are safe and fit for purpose
- Staff are protected from any form of harassment, irrespective of whether it is from other members of staff, pupils and/or parents
- Staff are protected from bullying by parents, colleagues and management
- Staff are protected, as far as is reasonably practical, from pressure from Ofsted, local or central government
- Whenever working practices have to change, the reasons why are explained to staff
- Contributions from staff are recognised and valued, and positive sensible suggestions are acted upon where possible

The trust is committed to fair and equal treatment of all employees:

- All members of staff are valued and treated with courtesy and respect
- Although members of staff are accountable for their performance, they are trusted and given professional autonomy
- School leaders are aware of conscious and unconscious bias and the steps which may be taken to mitigate them
- There are clear procedures, roles and responsibilities
- Individuals are not overloaded with responsibility and possess the skills, training and experience to perform their roles effectively
- Members of staff are provided with an agreed revised job description when their roles and responsibilities change materially

The trust believes members of staff need personal and social time:

- Colleagues have a space in which they may socialise during breaks and lunch time
- Members of staff are not required to forgo lunchbreaks or eat lunch at their desks (except in unforeseeable urgent circumstances and staff will be consulted on this)
- Timetables and break duties are allocated fairly
- Requests for flexible working will be accommodated unless there are good reasons why they cannot be

The trust has a duty of care to all employees and seeks to ensure where reasonably possible that no member of staff suffers from unhealthy levels of stress. Trust and school leaders are expected to:

- Keep an eye out for the well-being of every individual in the organisation
- Build processes in the workplace which assist in the detection of undue individual stress
- Give praise to all individuals and teams for any successes
- Support colleagues who are facing difficult personal circumstances

For the trust to succeed in this endeavour it requires:

- All members of staff work collaboratively in teams and continuously support, encourage and look after each
- Any concerns about the well-being of a colleague are reported to the appropriate line lead

The trust is committed to creating teams of individuals that work collaboratively and effectively. Additionally, management commits to:

- Promoting open dialogue and involving members of staff in decision making
- Promoting and working constructively with recognised trade unions at a local, regional and national level
- Ensuring good, clear communication and developing trust
- Encouraging peer support and team work
- Encouraging colleagues to respect diversity at work
- Setting realistic expectations of themselves and others
- Discouraging working in isolation where reasonably practicable– group working will be encouraged
- Arranging regular catch-ups with those they line manage and using them as an opportunity to normalise conversations about mental health
- Anticipating the needs of colleagues who appear to be struggling and asking them whether they want direct support
- Ensuring that colleagues who struggle to cope at work have early access to occupational health services

All staff have free and confidential access to;

- Unlimited access to our 24-hour helpline, including emergency counselling, HR advice, financial advice and legal advice (available by appointment after contacting the helpline)
- Six sessions of counselling, CBT or occupational therapy per member of staff, offered remotely via the telephone, or video conferencing software
- Four sessions of physiotherapy, delivered as a telephone / video triage and three face to face appointments per member of staff
- Unlimited access to a virtual GP