

# STAFF WELLBEING CHARTER

# THE DFE'S WELLBEING CHARTER AND OUR PLEDGE TO IT

As a Trust we are committed to developing a long-term strategy for improving staff wellbeing that will:



1. Prioritise staff mental health
2. Prioritise staff wellbeing
3. Establish 'out of hours' communication guidance
4. Give staff a voice in decision making
5. Drive down unnecessary workload
6. Champion flexible working and diversity
7. Support staff to progress in their careers
8. Create an outstanding behaviour culture

### 1) Prioritise Staff Mental Health

To achieve these aims, the Trust and its academies have committed to:

- Take steps to tackle mental health stigma and promote an open and understanding culture;
- Manage staff absence in a supportive manner, giving the same consideration to mental and physical health;
- Fulfil our legal duty to minimise the risks associated with work-related stress;
- Ensure staff have access to mental health support via the Employee Assistance Programme.

### 2) Prioritise Staff Wellbeing

To achieve these aims, the Trust and its academies will endeavour to:

- Give staff the support they need to take responsibility for their own and other people's wellbeing;
- Encourage staff to maintain healthy work-life balance and promote the benefits of doing so;
- Arrange optional wellbeing activities within the working week for staff to get involved with;
- Send out staff surveys, to gain feedback at timely occasions throughout the year.

### 3) Establish 'Out of Hours' Communication Guidance

To achieve these aims, the Trust and its academies will endeavour to:

- Provide clear guidance to all stakeholders on remote and out of hours working, including when it is and isn't reasonable to expect staff to respond to queries and emails;
- Promote the importance of a work-life balance, but it will not prevent staff from sending or receiving emails at unsociable hours if it suits them personally.

### 4) Give Staff a Voice in Decision Making

To achieve these aims, the Trust and its academies will endeavour to:

- Respond accordingly to any staff suggestions, providing a clear explanation of any decisions;
- Operate an open-door policy for staff to meet Trust leaders and senior staff in the academies to discuss any concerns or share ideas that they may have;
- Consult with staff about fundamental changes to policies and procedures.

### 5) Drive Down Unnecessary Workload

To achieve these aims, the Trust and its academies will endeavour to:

- Review practices and procedures to proactively drive down unnecessary workload;
- Provide CPD to highlight efficient and effective ways of marking in order to reduce workload.

## 6) Champion Flexible Working and Diversity

To achieve these aims, the Trust and its academies will endeavour to:

- Continue to review and implement our policy on Special Leave to consider how the Trust can support staff in those situations when flexibility is necessary;
- Fully consider all formal requests for flexible working having regard for balancing the preferences of the staff member and the needs of the organisation, endeavouring to seek workable solutions wherever possible;
- Where appropriate, advertise flexible working in relevant job adverts (such as flexibility in start/end times, job share opportunities etc);
- Create a culture where diversity is openly talked about and provide staff with relevant training and awareness-raising opportunities/events with a view to increasing understanding, eliminating discrimination, advancing equality of opportunity and promoting inclusion;
- Continue to take a zero-tolerance policy to all acts of discrimination, ensuring Trust and Academy policies are implemented as an approach to any concerns raised and the benefits of diversity are regularly communicated.

## 7) Support Staff to Progress in their Careers

To achieve these aims, the Trust and its academies will endeavour to:

- Provide opportunities for a variety of professional development through regular organised CPD, collaboration opportunities, external training courses and access to other professional qualifications;
- Create opportunities for internal promotion and/or additional responsibility positions for staff to choose to apply for in order to further their own development;
- Create a culture where staff are encouraged to bring new ideas and suggestions and take calculated risks with a view to improving their own performance.

## 8) Create an Outstanding Behaviour Culture

To achieve these aims, the Trust and its academies will endeavour to:

- Work with staff and students to maintain the highest standards of behaviour;
- Ensure staff and students have a shared understanding of how outstanding behaviour is encouraged and rewarded, including the sanctions that will be imposed if behaviour falls below these expectations;
- Support leaders and teachers to create a learning environment that is calm, safe and inspiring.