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| **MB logo**  **MB Logo** | **Policy Name**  Stress policy | | **Date Adopted:**  Spring 2015  **By whom:**  Resources |
| **Date for review:**  April 2018 | **Applicable to:**  Whole school | **Staff member responsible:**  Jane Tailby | **Governor committee responsible:**  Resources |

**Introduction**

We are committed to protecting the health, safety and welfare of our staff and recognises 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 school.

**Definition of stress**

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 managers and supervisory staff in good management practices.
* The school will advise staff to seek help from Human Resources.
* The school will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

**Responsibilities**

**Leadership Team**

* Conduct and implement recommendations of risks assessments within their jurisdiction.
* Ensure good communication between leadership team and staff, particularly where there are organisational and procedural changes.
* Ensure staff are fully trained to discharge their duties.
* Ensure staff are provided with meaningful developmental opportunities.
* 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.
* Ensure that bullying and harassment is not tolerated within their jurisdiction.
* Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

**Support from Oxfordshire County Council**

* Provide specialist advice and awareness training on stress.
* Buy-in support from counsellor and nurse available
* Train and support managers in implementing stress risk assessments.
* 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.

**Headteacher**

* Monitor and review the effectiveness of measures to reduce stress.
* Inform the governing body of any changes and developments in the field of stress at work.

**Employees**

* Raise issues of concern with the Headteacher, line manager or occupational health.
* Accept opportunities for counselling when recommended to ensure that environmental stressors are properly controlled.

**Role of the Governing Body**

* The governing body will perform a pivotal role in ensuring that this policy is implemented.
* The governing body will be informed as to the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

Date: April 2015