

# GIPPESWYK COMMUNITY EDUCATIONAL TRUST

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all members of the Trust.

STAFF WELL BEING STATEMENT	
Re-Written	1.5.18
Approved by GCET	5.6.18
Date of next Review	Spring Term 2020-2021 <i>(Two Yearly – Even years)</i>
Responsible Officer	Mr D East – Head of Standards across the MAT / Ms J Newall – Director of HR
Policy Number	TH12

The Gippeswyk Community Educational Trust recognises the importance of ensuring that all staff across the Trust enjoy a reasonable work-life balance. An acceptable work-life balance will be different for each employee and will be different at different times in careers. As a Trust, we value the well-being of all those who work for us and aim to be pro-active in providing opportunities for all staff to actively enhance their health and well-being. The Senior Leadership Teams in each academy encourage an atmosphere in which members of staff feel comfortable in asking for help when it is needed. They seek to be sensitive and to recognise early factors in an employee's life that might precipitate stress-related issues. They act in a timely, supportive and proportionate manner when concerns arise.

To fulfil this commitment, the Trust will commit to the following:

## 1. **Return to Work after Long-term Sickness**

Any member of staff who has been absent from their academy for a prolonged period will be re-introduced to their academy on an individual basis. This will involve contact with the HR Department and their respective line manager. The aim of this contact will be to assess the needs of the individual for their return to work, either by arranging adaptation of the academy environment, or through arranging a short-term phased return. Doctors' advice will be taken into account in the return to work arrangements.

## 2. **Bespoke Well-Being**

The HR Consultant works closely with the Occupational Health Team and other NHS professionals at Ipswich Hospital to provide both one to one support and groups of staff (through events/discussion groups) on key well-being issues. These events are provided by fully qualified clinicians. Staff are encouraged to give ideas on well-being events that they feel will be beneficial to them so that the academy can look at providing what staff want.

## 3. **Local Academy Arrangements**

Individual academies may make local arrangements which provide additional opportunities to ensure staff feel valued and in recognition of their work-life balance. Such examples could typically include the provision of refreshments before a parents' evening.