



STAFF WELLBEING AND CARE POLICY

Next review date is **September 2019**

RATIONALE

All staff at Becket Primary School work hard to support and care for all of the children in our school. We understand that at times we may be subjected to acts of aggression or threats but, as adults, we know that it is part of our duty to protect the children in our care and that they are still learning how to behave appropriately.

However, we do understand that, at times, members of staff may become hurt or injured causing distress. It is the duty of the Senior Leadership Team and Governing Body to ensure that staff are able to have an outlet when they are upset. This policy outlines the rights of every member of staff.

POINTS OF CRISIS

If a member of staff is hurt or upset due to:

- Being hit by a child
- Being Shouted/screamed at by a child
- Being Threatened by a child
- A child running off and being unsafe
- Caring for a child with a serious injury/choking
- Being threatened by an adult

Then, without question, the staff member will be entitled to:

- A 15 minute break (on or off site)
- A listening ear (Sharon, Dee, Heather or Rob)

This is to assist the member of staff to calm down and offload. Following this, the staff member and a Senior Leader will decide on the best course of action. In extreme cases, the member of staff may be allowed to go home.

FURTHER SUPPORT

Staff who are struggling over a longer period of time will be invited to talk with the Headteacher who will attempt to address the issues. In such instances, staff may be offered counselling through our Health Assured (08003035182) 24 hour support service, Coaching through Gary Saul-Patterson or support through their local GP.

APPOINTMENTS

We understand that all staff endeavour to book appointments outside of school time either for themselves or family members, however it is not always possible to choose the time of an appointment. All staff will be allowed to take appointments, if unavoidable, during the school day. Staff will then be expected to make up the required hours as soon as possible. All staff must tell the Headteacher and the Office so that sufficient cover can be arranged.

FUNERALS

All requests to attend the funeral of a close family member will be approved. Other requests will be considered and approved wherever possible and time out of school should be kept to an absolute minimum for people to attend the service –but not necessarily the ‘wake’.

CONCLUSION

This policy will be reviewed in line with the governing body’s schedule of policy review. It should be considered alongside other relevant policy statements.

Signed:

Head Teacher

Chair of Governors

Date:

Date: