



Staff Wellbeing Charter

1. Purpose

The Bolton Impact Trust recognises that staff are our most important assets and we wish to support them fully to thrive both personally and professionally. We recognise that there is a correlation between the wellbeing of our staff and the quality of provision that we offer to our students so we wish to promote a consistent Trust-wide approach to wellbeing for our staff. We want our staff to thrive, come to work happy and leave work happy.

Our whole Trust vision is for all staff to enjoy successes at work and to develop their experience and skills to become excellent at what they do. Our wellbeing mission and aims are built in culture rather than as a set of wellbeing activities. We believe that wellbeing is a constant state of botheredness for all.

We believe that it is essential that all staff feel valued and part of the Bolton Impact Trust team, are given opportunities to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

We want to embrace interventions that support health and wellbeing, to reduce the harmful effects of stress and ensure that working practices and opportunities are equally accessible to all.

This Charter outlines some of the ways in which we will commit to improving staff wellbeing however we will also understand and respect that individuals may have different needs at different stages of their lives.

2. Aims

We aim to ensure:

- Job satisfaction for all Trust employees
- A total commitment from us to ensure that work is as stress-free as possible for our staff
- The knowledge that we are all making a difference to the lives of our students
- That we create challenging yet supportive working environments
- That we create opportunities for staff to develop and progress in their careers

3. Roles and responsibilities

Trust Leaders, Trustees, Governors and Academy Staff will work together to promote a culture where everyone is valued, respected and wellbeing is taken seriously by all. We expect all stakeholders to show respect and empathy for each other.

3.1 Trust Leaders – Our wellbeing pledge

- We will model compassionate leadership
- We will promote the concept of 'it's nice to be nice'
- We will challenge any instances of non-compassionate leadership
- We will create a constantly open 'support window' for staff (dialogue)
- We will survey staff regularly
- We will recognise outstanding staff performance regularly (praise culture)
- We will offer high-quality CPD
- We will consistently apply Trust policies (because staff have told us they want this)
- We will ensure that scrutiny leads to support, not judgement

- We will look to create better environments for staff to work in
- We will put resources aside for wellbeing activities
- We will create Leadership Spaces for staff to work without external interference
- We will provide opportunities for staff to collaborate with colleagues from across the trust and from external networks

3.2 Local Governors will be responsible for:

- having a link governor for staff wellbeing
- fulfilling its duty of care to Academy staff
- monitoring the workload of the Academy Lead (Headteacher)
- ensuring staff enjoy a reasonable work life balance
- reviewing elements of this Charter with the Academy Leadership team
- operating a fair and challenging performance management policy
- ensuring that other school policies and procedures take account of staff wellbeing

3.3 Academy Leads will be responsible for:

- reporting to the Governing Body how they support the wellbeing of staff
- producing a wellbeing action plan
- providing a non-judgemental and confidential support system to include coaching, mentoring and pastoral support for all staff
- monitoring and reducing the workload of staff and being alert to signs of staff stress
- operating high-quality communication strategies
- listening to the views of members of staff and providing a range of opportunities for involving staff in school decision making processes
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- ensuring that staff feel valued
- ensuring supervision / appraisal meetings for all staff, which include opportunities for staff to discuss their aspirations, career intentions and wellbeing needs
- making special arrangements, where necessary, to enable staff to combine the demands of family life, work, personal life and health.
- Ensuring trust and academy policies are applied consistently

The Academy Lead will implement these responsibilities with support from Deputy Academy Leads, Senior Leaders and Pastoral Leads. The Academy Lead and their leadership teams will model good wellbeing and work life practices at all times

3.4 Members of staff are responsible for:

- treating one another with empathy, respect and kindness
- taking care of their own health and safety and wellbeing at work,
- communicating with Leaders when they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff and acknowledging the important role that everyone takes
- understanding trust and academy policies

4. Examples of our wellbeing activities will include:

- Workload reduction strategies being reviewed regularly
- Clear email expectations – we do not expect our staff to read or respond to emails outside of working hours unless they want to
- Providing free refreshments each day
- Access to 'wellbeing' credits which allows agreed time off work
- Access to free counselling and Occupational Health
- Access to free physiotherapy
- Providing pastoral drop-ins and confidential supervision sessions for staff
- Creating spaces for staff to be able to meet and work without interruption
- Fresh water dispensers on all sites
- Providing creative opportunities for connecting with staff and promoting their wellbeing (e.g. breakfast meetings, shared lunches,)
- Employee Assistance programme
- Menopause support
- Men's Health promotions
- Extensive opportunities for staff development (CPD programme)
- Equality Champions
- Wellbeing Champions
- Access to wellbeing podcasts

5. Examples of how we will assess the wellbeing of our staff:

- Feedback in 1-2-1s /appraisals / performance management meetings
- Leadership 'drop in' sessions
- Feedback from wellbeing working committees and wellbeing champions
- Feedback from staff surveys
- Back to work discussions (RTW Meetings)
- Review of retention Data (Governing Bodies)
- Review of attendance Data (Governing Bodies)
- Review of the impact of attendance management procedures