



# **Health and Wellbeing Policy**

May 2023

## 1. Introduction

- 1.1 As the provider of teacher training in Prestolee SCITT, the Board of Trustees recognises the statutory responsibilities related to being a training provider. Day-to-day management of trainees is delegated to the leader of ITT in the SCITT. Throughout this document, reference is made to the responsibilities held by the leader of ITT for operational purposes. Ultimate responsibility rests with the Board of Trustees.
- 1.2 Prestolee SCITT is committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all trainees. Taking action to prevent ill health and promote good health makes good educational and business sense. Sickness absence is detrimental to trainee management, to the impact on our partner schools and their pupils, and in terms of the impact upon trainee's learning, achieving the required standards and morale, which may disrupt or compromise the trainee's progress or success.
- 1.3 Trainees are entitled to be treated fairly and professionally at all times. The SCITT takes very seriously its duty of care as a training provider to all trainees and a number of policies and procedures have been made in relation to this duty.

These include:

- [Attendance Policy](#)
- [Single Equality Policy](#)
- [Trainee Code of Conduct](#)
- [Complaints Policy and Procedures](#)
- [Whistleblowing Policy](#)
- [Appeals Policy and Procedures](#)
- [At Risk Policy](#)
- [Bullying and Harassment Policy](#)
- [Deferral and Withdrawal Policy](#)
- [ITT Placement and Travel Policy](#)

Other policies contribute to trainee's wellbeing by providing certainty, fairness and consistency in the treatment of trainees in different contexts, including:

- [Child Protection Policy](#)
- [Assessment and Marking Policy](#)
- [Fitness to Practice Policy and Procedures](#)

All statutory policies are published on the SCITT's website.

- 1.4 The SCITT recognises the importance of workplace unions in promoting and maintaining a positive health and wellbeing environment.

## 2. Who This Policy Applies To

- 2.1 This policy will apply to all trainees of Prestolee SCITT.

## 3. Aims

3.1 This policy aims to:

- 3.1.1 Provide a training environment which enables trainees to learn in an environment in which their wellbeing is supported and which enables them to complete the course successfully.
- 3.1.2 Recognise the key role of the trustees/leader of ITT for their responsibilities by enabling access to guidance and support.
- 3.1.3 Encourage trainees as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- 3.1.4 Comply with all statutory requirements.
- 3.1.5 Develop and maintain a positive health and safety culture through regular communication and consultation with trainees and representative bodies on health and safety matters.
- 3.1.6 Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which trainees are supported in order that they may seek any help and support they need.
- 3.1.7 Ensure that all trainees are aware of the policy through regular promotion on trainee notice boards and electronic systems.
- 3.1.8 Identify the hazards that could lead to poor trainee health and wellbeing and reduce these where possible.

#### 4. **Legislation**

4.1 Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;
- Working Time Regulations;
- Employment Rights Act 1996;
- Employment Relations Act 1999.

#### 5. **Responsibilities**

5.1 **Prestolee SCITT's HR Function shall:**

- 5.1.1 Provide the necessary professional advice, support and training to all SCITT trainees and trustees as and when required.
- 5.1.2 Assist with the referral of trainees to Occupational Health, Counselling or mediation when appropriate.

5.2 **The SCITT shall:**

- 5.2.1 Ensure this policy is implemented and procedures are in place that recognise and deal with the issue of common mental and physical health problems, which will include: consideration of organisation of work; health risk assessment where appropriate; early recognition for trainees with common mental and physical health problems (which may require training); and interventions that include short-term rehabilitation, return-to-training plans and any reasonable adjustments required.
- 5.2.2 Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where trainees feel comfortable in asking for help.
- 5.2.3 Act early and provide consistent support.
- 5.2.4 Enlist the support of the SCITT HR function and Occupational Health, when appropriate, and ensure trainees are able to access this support.
- 5.2.5 Ensure that trainee expectations are clearly defined.
- 5.2.6 Attend regular training on health and wellbeing in schools.
- 5.2.7 Take into account the equality implications of any policies introduced and monitor on a regular basis.
- 5.2.8 Ensure the policy is monitored, evaluated and reviewed with the recognised representative bodies on an annual basis, in the light of changing needs and legislative frameworks.

### **5.3 The Leader of ITT shall:**

- 5.3.1 Recognise the value of good management practice with systems in place to effectively manage trainees and encourage a partnership approach with trainees, representative bodies and the SCITT's health and safety committee.
- 5.3.2 Foster a supportive learning environment, operating in a fair and consistent manner.
- 5.3.3 Promote a healthy training environment and practices that ensure that trainees are able to develop a healthy mind.
- 5.3.4 Pay attention to any indication of changes in performance or behaviour in trainees and promote sympathetic alertness to trainees who show signs of being under stress.
- 5.3.5 Understand the differing needs of trainees, at different points and events during their life cycles, and offer support accordingly, if and when required.
- 5.3.6 Follow agreed procedures when there are concerns or absence due to stress and other mental-health problems.

- 5.3.7 Ensure that a deferral policy is established that is supportive of trainees both while absent and upon returning to the course.
- 5.3.8 Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.
- 5.3.9 Ensure that all trainees have access to regular training sessions on health and wellbeing, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.
- 5.3.10 Manage pressures which may affect trainees, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.
- 5.3.11 In consultation with representative bodies, conduct an annual survey of trainees, including a section on health and wellbeing, and share and act upon results.

#### **5.4 Trainees should:**

- 5.4.1 Seek support or help when they think they are experiencing a problem, if possible, to their lead mentor or named individual of the SCITT team.
- 5.4.2 Act in a manner that respects the health and safety needs of themselves or others whilst in their training environment or placement school.
- 5.4.3 Consider wellbeing support mechanisms offered by the SCITT e.g. counselling.
- 5.4.4 Consider attending training on health and wellbeing issues where they feel that this is appropriate.
- 5.4.5 Where possible, be watchful of any indication of changes of behaviour in fellow trainees and promote sympathetic alertness to other trainees who show signs of stress.

## **6 Support Mechanisms**

### **6.1 Counselling**

- 6.1.1 Counselling can be provided where appropriate through the SCITT Occupational Health provider. This will be a confidential, independent service using professionally qualified counsellors.
- 6.1.2 Trainees can access the Counselling Service by contacting the SCITT HR Team in the first instance.

### **6.2 Education Support Partnership**

6.2.1 The Education Support Partnership is a UK charity dedicated to supporting the mental health and wellbeing of education staff in all educational settings. Information, support and coaching is offered to all employees and trainees. The Education Support Partnership provides over 1000 factsheets covering a wide range of issues including money advice, how to cope with bereavement, mental health, diet and nutrition and how to manage stress. To access the free support line, trainees can call 08000 562 561, or for more information go to <https://www.educationsupport.org.uk/about-us>

### **6.3 Occupational Health**

6.3.1 The SCITT has access to an Occupational Health provider. This will enable a trainee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help a trainee to carry out their training or return to training.

### Useful Websites

Alcoholics Anonymous [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Fellowship of men and women who share their experience, strength and hope with each other to recover from alcoholism.

Carers UK [www.carersuk.org](http://www.carersuk.org)

The voice of carers

CBI [www.cbi.org.uk](http://www.cbi.org.uk)

Guidance to businesses on managing stress at work

Department of Health [www.gov.uk/government/organisation/department-of-health](http://www.gov.uk/government/organisation/department-of-health)

Information on dealing with stress and mental health problems, including the use of Cognitive Behavioural Therapy (CBT)

Dignity at Work Partnership [www.dignityatwork.org](http://www.dignityatwork.org)

Information and guidance on bullying in the workplace

The Equality and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

The commission is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

Gingerbread [www.gingerbread.org.uk](http://www.gingerbread.org.uk)

Gingerbread and One Parent Families have now merged to provide better support and a bigger voice to 1.8 million lone parents and their children throughout England and Wales.

HSE <http://www.hse.gov.uk/stress/standards/>

Information on the stress management standards

Local Government Employers [www.local.gov.uk](http://www.local.gov.uk)

Guidance for all councils on stress prevention and management

Mindful Employer [www.mindfulemployer.net](http://www.mindfulemployer.net)

Information and guidance on managing stress and mental health in the workplace

NASUWT [www.nasuwt.org.uk](http://www.nasuwt.org.uk)

Information on a whole range of issues related to stress and wellbeing

NHS 111 <http://www.nhs.uk/111>

National Health Service advice and guidance on health matters

Princess Royal Trust for Carers <http://www.carers.org>

Here to improve carers' lives by fighting for equality and recognition for carers.

Relate <http://www.relate.org.uk>

UK's largest provider of relationship counselling and sex therapy.

Samaritans <http://www.samaritans.org>

Offers confidential, non-judgmental support to individuals.

World Health Organisation

[http://www.who.int/occupational\\_health/publications/en/oehestress.pdf](http://www.who.int/occupational_health/publications/en/oehestress.pdf) Publication on work organisation and stress.