



# Health & Wellbeing Policy

Document History			
<b>Author</b>	Mary Beaumont	<b>Ref and Document Version</b>	Health & Wellbeing Policy V1_MB280923
<b>Reviewed by</b>	Mary Beaumont	<b>Reviewed Date</b>	18/09/2025
<b>Approval</b>	Board of Trustees	<b>Approval Date</b>	08/10/2025
<b>Next Review Date</b>	31/07/2027	<b>Policy Number</b>	STA-26
<b>Publication</b>	Reception R:/Policies/P69 Health & Wellbeing Policy.pdf		

## 1. Introduction

- 1.1 Health and wellbeing are related but not the same concepts. Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.
- 1.2 Wellbeing is a positive rather than neutral state, that involves the maintenance of physical, mental, and emotional stability and balance.
- 1.3 Health surveillance is any activity which involves obtaining information about employees' health and which helps protect employees from health risks at work.

## 2. Policy Statement

- 2.1 Greenbank commits to placing Health, wellbeing and mental health at the heart of decision making. With a shared commitment to promote, protect and enhance the wellbeing of staff. We support staff to make positive choices for their own wellbeing.
- 2.2 Greenbank will follow guidance as laid out in Education staff wellbeing charter.
- 2.3 Greenbank commits to developing a long term health & wellbeing strategy for improving staff wellbeing
- 2.4 Greenbank have Health surveillance in place with regular and appropriate procedures to detect early signs of work related ill health among our employees that are exposed to certain health risk during their work. These finding will be recorded and Greenbank will act open the findings as necessary.

## 3. Commitment

- 3.1 Priorities staff mental Health
  - Tackle mental health stigma within the organization promote an open and understanding culture
  - Give the same consideration and support to mental health as physical health including in the management of staff absence
  - Fulfil our legal duty to control the risk associated with work related stress in the education setting so far as is reasonably practicable
- 3.2 Give staff the support they need to take responsibility for their own and other people Wellbeing
  - We will empower staff to take ownership of their own wellbeing and look out for the Wellbeing of others. This will include ensuring that all staff are familiar with the different dimensions of wellbeing, including mental health, financial wellbeing and physical wellbeing. We will ensure that staff know how to access appropriate guidance support and tools.

- 3.3 Give managers access to tools and resources they need to support the wellbeing of line managers
- Managers will be provided with tools resources and training to allow them to support staff. We will not expect managers to provide professional wellbeing support for which they have no training
- 3.4 Give staff a voice in decision making
- We will continue to strive to improve the ways in which the voice of staff is included in the decision-making process across the college
- 3.5 Drive down unnecessary workload
- We will work proactively to drive down unnecessary workload, making use of available tools (such as the Workload Reduction Toolkit for schools)
- 3.6 Champion Flexible working and diversity
- We will create a supportive culture around flexible working. We will agree an approach that not only recognizes employees legal right to request flexible working but acknowledges that some staff working flexibly can be key means of protecting and enhancing their personal wellbeing
- 3.7 Create a good behaviour culture
- We will work with staff and pupils to maintain and follow the college wide behavior Policy. All staff and students will have a shared understanding of how good behavior is encouraged and rewarded and the sanctions imposed if they misbehave. We will support the staff to create calm, safe and disciplined environments, which allow teachers to teach and students to learn. Our approach will go hand in hand with understanding and supporting students with mental health issues
- 3.8 Support staff to progress in their careers
- We will ensure that staff are able to pursue professional development without adversely impacting their own or other peoples workload

## 4. Procedures

Prior to taking up post as a Greenbank employees must complete a Health questionnaire. This will identify those at risk and if required Occupational health will be contacted to carry out Further investigation and report back to Greenbank.

Greenbank have appointed a Health and wellbeing responsible person whose role will be to check and monitor employees at risk from health issues. This will involve providing support to individuals suffering from ill health and advice on best action. The responsible person will also be key in the development of the long term strategy.

Monitoring sickness absence records: these can be useful sources of intelligence and a means of assessing risk where more formal health surveillance procedures are not appropriate. Looking to collect sickness records could help identify where there is a general problem effecting

workers health. Individual's sickness records might indicate whether work is effecting an individual's health.

Provide return to work support and consultation with an occupational health worker after long periods of time off work. More details found in the (Staff Sickness Policy)

DSE Procedures in place to ensure that staff complete self-assessment when using computers at work. Support is provided to access free eye test and spectacles if required.

---

Author: Mary Beaumont

Document version: V1\_MB280923

Agreed by Greenbank Board of Trustees

A handwritten signature in black ink, appearing to read 'Alan Irving', with a vertical line extending downwards from the end of the signature.

Dr Alan Irving, Chairman