



Human
Resources

Health and Wellbeing Toolkit

Wellbeing (n): A state of complete physical and mental health that is characterised by high-quality social relationships*

*(Department for Education's Expert Advisory Group on Education Staff Wellbeing)

Staff and student wellbeing continues to be at the forefront of education policy, and in September 2021, the DFE launches the Education Staff Wellbeing Charter. If this is a catalyst for you to review how you look after your staff, we're here to help with a range of different tools and ideas.

What is the Education Staff Wellbeing Charter?

The Charter is a long-term collaborative approach, which sets out commitments from government and educators on actions they will take to improve wellbeing of staff in schools and colleges. It aims to promote debate and accountability; the DFE commits to evaluate the impact of the charter on organisations that sign up.

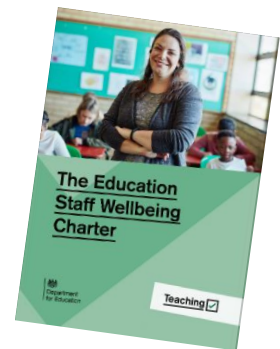
The Charter includes a set of wellbeing commitments, which schools, colleges and employers can sign up to voluntarily, placing wellbeing and mental health at the heart of decision-making, and supporting staff to make positive choices for their own wellbeing. An effective wellbeing strategy is a holistic planned approach that engages everyone in the process of identifying the key issues and implementing actions that will make a difference.

You can access a wide range of resources and training to support your school in developing and promoting your wellbeing strategy, which aligns with the commitments detailed in the Charter, and can make a significant contribution to improving the health and wellbeing of staff and students.

The Education Staff Wellbeing Charter encourages you to commit to developing a long-term strategy for improving staff wellbeing that will:

- Prioritise staff mental health
- Give staff the support they need to take responsibility for their own and others' wellbeing
- Give leaders access to the tools and resources they need to support the wellbeing of those they line manage
- Establish a clear communication policy • Give staff a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect the wellbeing and mental health of school leaders
- Improve accountability, including by measuring staff wellbeing

For more information: <https://www.gov.uk/government/organisations/department-for-education>



How can you champion wellbeing within your school?

1. Review and Inform

Reviewing what you already have in place is a great place to start – this will help you highlight exactly where any improvements can be made – big or small. Then, it's important to ensure your staff are aware of the support available to them such as any employee assistance programme or staff benefit scheme. Provide information on the staff notice board, discuss in weekly meetings, or consider a termly newsletter to ensure your team know the support is there should they need it.

2. Ask Your Team

It is important, and extremely valuable, to ask staff questions regarding their priorities around health and wellbeing and what information would be useful to them. That way, you will be concentrating your efforts on areas your staff value. A staff survey is a great way of doing this, for example the NYES HR Health and Wellbeing Survey.

3. Update Your Strategy

Once you have identified some areas for improvement it's time to look at how you can update your strategy. We provide a strategy and toolkit for NYES HR customers and will be delivering webinars to you to ensure you're aware of the resources available to assist you.

4. Appoint Wellbeing Champions

Invite staff across your teams to become Wellbeing Champions, bringing the wellbeing strategy to life, listening to what matters, generating interest and involvement in the activities and campaigns, and signposting to resources. You may also wish to train your champions to become Mental Health First Aiders.

Additional Resources

Outside of our webinars and training courses, we have an extensive range of additional services available to support your health and wellbeing strategy. If you can't see what you need below, don't hesitate to speak to one of our team of highly trained skilled professionals on hand to assist you with any support you, or your team, may need.

The NYES HR Health & Wellbeing Survey was developed with input from the teaching unions and aims to identify key organisational issues that may be contributing to stress amongst the workforce. The short employee survey is completed online and takes about 10 minutes per team member. We collate the anonymised responses and provide expert analysis of the results and send you an in-depth report, which includes recommendations for action and signposts relevant resources. The purpose of the report is to provide a starting point for discussion and planning, which will enable staff in school, leadership and governors to come together to develop their strategic approach to improving health, wellbeing and performance. For further information please contact

NYES.HR@northyorks.gov.uk

Coaching

Our coaches offer one to one support and are skilled to listen and challenge, enabling individuals to develop fresh insight, and identify actions to achieve their goal. Coaching empowers individuals to overcome barriers and maximise their potential in a confidential, non-judgemental environment.

For more info and pricing, log into SLA Online, type “HR Advisory” and click on Store. Alternatively, email: NYES.HR@northyorks.gov.uk

“Coaching has given me space to think, evaluate the situations, guidance and options, giving me the confidence and clarity I need to move forward”

Mediation

Unresolved conflict causes stress for individuals and may have a negative impact on morale, working relationships and productivity across the team. It is important to encourage staff to discuss issues that are causing conflict, and try to resolve the situation between themselves. Where this is not possible, and managers are unable to find solutions, it may be helpful to access a trained mediator who can support both parties in reaching agreement on ways to work together in the future. Early mediation can prevent parties becoming entrenched; reduce absence and the risk of escalation to time consuming and costly formal procedures.

To find out more log in to the NYES HR webpages or email NYES.HR@northyorks.gov.uk with your contact details, so that we can discuss your request and ascertain whether mediation is an appropriate intervention.



Health and Wellbeing



Health and Wellbeing Support

Work and health are central to all our lives; the aim of [NYES Health and Wellbeing Services](#) is to promote the highest degree of physical, mental and social wellbeing of employees. Their services can contribute to the effective management of the health of workers and workplaces, supporting employers to meet their legal responsibilities to provide:

- healthy workplaces and work
- protection for people from developing work-related ill health
- statutory health surveillance
- workplace adjustments for people with health problems or a disability

Their Health and Wellbeing package encompasses a huge range of support available to meet your needs and the needs of your employees; from occupational health manager referral service with case management to our round the clock confidential employee support helpline.

Offering an online library of free resources, 1-2-1 counselling support sessions and access to our new smart phone app My Healthy Advantage. They have worked to develop a service that suits all members of your team and are able to provide you with the tools you

need to create a mentally healthy team. Packages includes exclusive access to resources such as our Taking Care of You toolkit; view this video <https://youtu.be/0ZoyxeFzf4U> for a flavour of the content of the programme.

If you are already an existing client and interested in finding out more about how the toolkit can be delivered in your school or to find out more about signing up for our Health and Wellbeing package please contact employmentsupportservice@northyorks.gov.uk

Everybody Benefits

A great employee benefit that is available as standard for North Yorkshire Maintained Schools is the access to employee discounts and salary sacrifice schemes. This Lifestyle Savings staff benefit is easily accessed via your mobile phone, laptop or tablet. The full range can be found at northyorks.vivup.co.uk – just register or login to access these employee benefits, which includes:

- cycles and equipment via salary sacrifice
- health cash plans to get money back on your wellbeing needs, including dental and eye care as well as other treatments like physio, chiropractic, osteopathic, acupuncture, reflexology and hospital inpatient and day case surgery cover among many others.
- financial wellbeing including information and resources, low-cost loans and savings schemes
- lease cars through salary sacrifice*
- home technology and smart phones through salary sacrifice*
- fantastic savings from many of the UK's favourite retailers including a range of major supermarkets so you can save money every time you shop

**applicable for non-teaching staff only*

These benefits are also available for Academies and schools outside of North Yorkshire via the Everybody Benefits Framework. Further details can be obtained from payandreward@northyorks.gov.uk

Healthy Schools Award

Public Health has funded the North Yorkshire Healthy Schools award to enable all schools in North Yorkshire to achieve recognition for their work to support a whole-school approach to health and wellbeing. The award is free for all North Yorkshire schools to participate in, including academics. Presently 62% of North Yorkshire schools have signed up to participate in the award.

Schools have been provided with evidence-based criteria around four key themes along with staff wellbeing:

- Active Lives
- Food in Schools
- Emotional Health and Wellbeing
- Personal, Social, Health Education (including the statutory relationships, sex and health education curriculum)
- Staff wellbeing (based on the Education Staff Wellbeing Charter)

Schools can choose to work on the themes in any order to support their priorities and must provide evidence to ensure all aspects of the criteria are in place. For more information or to register to participate in the award please go to <http://healthyschoolsnorthyorks.org> or email: healthyschools@northyorks.gov.uk and you can also view a short video to see how 2 local schools successfully achieved gold awards here [Video – Healthy Schools North Yorkshire](#)