



Employee Health and Wellbeing Policy

Version 2

“Your Health Matters”

This policy applies only to Post-16 New Collaborative Learning Trust institutions.



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Please note this policy is redacted, to remove information such as log-in details for the employee assistance programme. Staff can access the full version of this policy via the NCLT intranet or by contacting HR.

1.0 Introduction

- 1.1 New Collaborative Learning Trust (NCLT) recognises the important contribution that our staff make to the achievement of the Trust's aims and has a duty to ensure the health, safety and welfare of all our staff. Wellbeing is an important factor in the job satisfaction of staff and is therefore a highly relevant management issue. As such, the trust is committed to providing an environment which is managed in a way that minimises risk to health and promotes positive wellbeing.
- 1.2 We aim to establish a positive health and wellbeing culture that includes awareness and understanding, effective processes and positive behaviour by staff at all levels. The trust recognises that mental and physical health and wellbeing are equally important and acknowledges the potential impact that work, as well as personal life, can have on both. Poor staff health and wellbeing may contribute to ill health, sick leave, lost productivity and reduced ability to work.
- 1.3 It is vital of course that each employee, regardless of their role or status, makes a full contribution to the Trust, but it is recognised that flexibility and diversity of working practice derives mutual benefits.
- 1.4 This policy applies to all staff employed by the Trust.

2.0 Definitions

- 2.1 Health is defined by the World Health Organisation as: ***"A state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity"***.
- 2.2 Wellbeing is defined by the CiPD as: ***"Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation"***
- 2.3 Mental health is ***a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own community.***

3.0 Legislation

- 3.1 The following legislation applies:
- The Health and Safety at Work Act, 1974
 - The Management of Health and Safety at Work Regulations, 199
 - Equality Act, 2010
- 3.2 The Trust has a statutory duty under the Health and Safety at Work Act (1974) to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees. The Act also places a general duty on the employee to co-operate with their employer to enable that duty to be complied with.

3.3 The Management of Health and Safety at Work Regulations (1999) states that employers must assess the risks to health to which their employees and others may be exposed whilst at work, and must put measures in place to minimise those risks.

3.4 The Equality Act (2010) provides a legal framework which protects the rights of individuals and advances equality of opportunity for all.

4.0 Aims of the Policy

4.1 This policy provides a framework within which the trust will encourage and facilitate working practices and services that support positive employee health and wellbeing; minimise wherever possible the detrimental impact of work-related stress on all staff and their work; and ensure that staff are appropriately supported in their workplace.

4.2 This policy applies to both mental and physical health with the clear aims of:

- Preventing, so far as is practicable, those circumstances detrimental to health and wellbeing;
- Providing a culture where all health and wellbeing issues can be discussed openly in a supportive way;
- Encouraging and promoting positive physical and mental health and wellbeing through our policies and support services, whilst recognising the impact of personal choice and lifestyle;
- Encouraging and promoting a healthy lifestyle and healthy eating;
- Improving understanding and awareness of health and wellbeing issues and the support available both inside and outside the trust.
- Reducing staff workload and promoting a good work-life balance.

4.3 This policy will highlight where the Trust will financially subsidise the costs of any activities/events associated with the promotion of Health and Wellbeing within the Trust.

5.0 Physical Activity

5.1 Physical activity is essential for good health and contributes to positive wellbeing. Many of the leading causes of disease and disability in our society – such as coronary heart disease, strokes, obesity, type 2 diabetes, hypertension (high blood pressure), colorectal cancer, stress, anxiety, osteoarthritis, osteoporosis and low back pain – are associated with physical inactivity.

5.2 For general health benefit, adults should achieve at least 150 minutes a week of moderate intensity physical activity. This should be taken in bouts of 10 minutes or more to count towards your weekly total and we should try to be active on every day of the week. Any activity during leisure, working or travel counts. Physical activity includes activities such as walking, cycling, gardening, dancing and housework, as well as participation in sport and formal exercise.

5.3 The workplace is an important setting in which people can increase their levels of activity to benefit their health and protect against illness. Physical activity helps staff manage stress, back pain, weight and medical conditions. Physically active employees also report less illness and recover more quickly from the illnesses they do get.

5.4 Employees engaged in physical activity initiatives have reported greater enjoyment of their work, improved concentration and mental alertness and improved cooperation and rapport with colleagues.

5.5 In order to promote and encourage physical activity, the Trust will:

- Hold physical activity promotional events.
- Provide information on local sports and leisure facilities, classes and clubs – making links with local providers with a view to seeking reduced membership fees, wherever possible.
- Encourage employees to make active choices through the use of promotional and motivational resources, for example encouraging them to walk or cycle all or part of the way to work, or to use the stairs instead of the lift.
- Offer an annual Staff Wellbeing Day as an opportunity for all staff to take part in a social gathering with other colleagues, where the focus is on a wellbeing activity.
- Provide educational leaflets and resources on physical activity.
- Provide safe storage for bicycles.
- Provide showering and/or changing facilities for staff.
- Establish regular activity groups, such as walking, sporting activities etc.

6.0 Positive Mental Wellbeing

6.1 Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

6.2 Addressing workplace mental wellbeing can help reduce risk factors for mental ill health and improve general health. Important aspects of mental wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing poor mental wellbeing or returning to work after a period of absence due to poor mental wellbeing.

6.3 In order to promote and encourage positive mental wellbeing, the Trust will:

- Provide employees with information on and increase their awareness of mental wellbeing.
- Give non-judgemental and proactive support to staff who experience mental health problems and ensure they are treated fairly and consistently.
- Provide opportunities for employees to look after their mental wellbeing, for example through activities and social events.
- Wherever possible, offer employees flexible working arrangements (to be requested through the trust Flexible Working Policy).
- Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.

- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement or consultation, particularly during periods of organisational change.
- Encourage staff to access the Employee Assistant Programme (EAP) or discuss any issues with the HR Department.
- In cases of long-term sickness absence, put in place, where possible, phased return to work plans or other adjustments to help the staff member have a successful return to work (see also Sickness Absence Management Policy).
- Show a positive and enabling attitude to employees and job applicants with a mental health illness.
- Ensure all line managers have information and training about managing mental health in the workplace.
- To recognise that workplace stress is a health and safety issue and identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Provide training in good management practices.

7.0 Healthy Lifestyle

7.1 Other aspects of a healthy lifestyle are around alcohol intake and smoking.

7.2 Alcohol

The latest advice from the NHS around alcohol consumption states that in order to prevent health risks associated with drinking alcohol, you are safest not to regularly drink more than 14 units a week (equivalent to a bottle and a half of wine or 5 pints of lager (5% abv)) over the course of a week. This applies to both men and women. If you do drink 14 units per week, it is best to spread this evenly over 3 days or more. If you have 1 or 2 heavy drinking sessions, you increase your risks of death from long-term illnesses and from accidents and injuries (such as misjudging risky situations and losing self-control).

7.3 You should limit the amount of alcohol you drink on any occasion, drink more slowly, drink with food and alternate alcoholic drinks with water. The risk of developing a range of illnesses (including, for example, cancers of the mouth, throat, breast) increases with any amount you drink on a regular basis. If you wish to cut down the amount you're drinking, a good way to achieve this is to have several alcohol-free days each week).

7.4 Some groups of people are more likely to be affected by alcohol and should be more careful of their level of drinking. These include: young adults, older people, those with low body weight, those with other health problems, those taking medication. If you are pregnant, the safest approach is not to drink alcohol at all to keep the risks to your baby to a minimum.

7.5 Smoking

Smoking is the biggest cause of preventable deaths in England, accounting for more than 80,000 deaths each year. Those who smoke are more likely than non-smokers to develop heart disease, stroke and lung cancer. Smoking harms nearly every organ

of the body and affects a person's overall health. 1 in 2 smokers will die from a smoking-related disease.

The harm smoking does to your body is reversible overtime.

- ✓ After just 8 hours of quitting smoking nicotine and carbon monoxide levels in your blood reduce by more than half and oxygen levels return to normal.
- ✓ After 2-12 weeks your circulation improves.
- ✓ After 3-9 months breathing problems improve as lung function increases by up to 10%.
- ✓ After 1-year risk of heart disease is about half compared with a person who is still smoking.
- ✓ After 10 years risk of lung cancer falls to half that of a smoker.
- ✓ After 15 years heart attack falls to the same as someone who has never smoked.

7.6 In order to promote and encourage a healthy lifestyle, the trust will:

- Raise aware of recommended guidelines for alcohol intake and provide information to staff on responsible drinking.
- Raise awareness and educate workers on the importance of leading a healthy and active lifestyle in order to prevent chronic disease.
- Maintain a no smoking policy on our sites.
- Support and encourage employees to access smoking cessation services, raise awareness of the risks of smoking and help staff to quit.

8.0 Healthy Eating

8.1 Healthy eating is essential for good health and contributes to positive wellbeing. Many of the leading causes of disease and disability in our society – such as obesity, coronary heart disease, type 2 diabetes, certain types of cancer, mental ill health and osteoporosis – are associated with poor nutritional choices.

8.2 A healthy, balanced diet contains a variety of different types of food, including: lots of fruit, vegetables; plenty of starchy foods such as wholemeal bread and wholegrain cereals; some protein-rich foods such as meat, fish, eggs and lentils; and some dairy foods. We should also be drinking about 6 to 8 glasses (1.2 litres) of water, or other fluids, every day to stop us getting dehydrated.

8.3 The workplace is an important setting in which people can increase their intake of healthy foods to benefit their health and protect against illness. A healthy, balanced diet also helps people to recover more quickly from illness.

8.4 The food we eat, and what we drink, not only have a physical impact on our body, but can also contribute to our mental health, resulting in improved levels of concentration, mental alertness and ability to cope with everyday stresses and strains.

8.5 In order to promote and encourage healthy eating, the Trust will:

- Work with our catering provider on a co-ordinated approach to increasing the availability of healthier eating options to ensure that the working environment promotes the health and wellbeing of employees, students and visitors.

- Provide access to cool storage areas for lunchboxes and snacks.
- Encourage employees to eat meals away from their desks.
- Offer fruit instead of biscuits as part of catering during meetings.
- Provide access to cool drinking water for all employees.
- Encourage employees to make healthy eating choices through the use of promotional and motivational resources.
- Provide information on local weight management groups.
- Hold healthy eating promotional events.
- Provide educational leaflets and resources on healthy eating.

9.0 Health and Wellbeing Activities Funded by the Trust

9.1 Employee Assistance Programme (EAP)

9.1.1 Sometimes it can be difficult to balance the pressures of work with the needs of home life. The Trust recognises that help is sometimes needed to deal with the challenges you may face in life, both practical and emotional. The Trust believes in being proactive and investing in preventative support as well as reacting when a member of staff needs support too. The Trust works in partnership with Health Assured as our EAP provider who provide expert advice and support 24/7 covering a wide range of issues.

9.1.2 An EAP is an online and telephone employee benefit designed to help staff deal with personal and professional problems that could be affecting their home life or work life, health and general wellbeing.

9.1.3 Health Assured are able to offer the following services to NCLT staff.

- Cover for staff and their immediate family members*, 24 hours a day, 7 days a week, 365 days a year:

Life Support: Access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.

Legal Information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities.

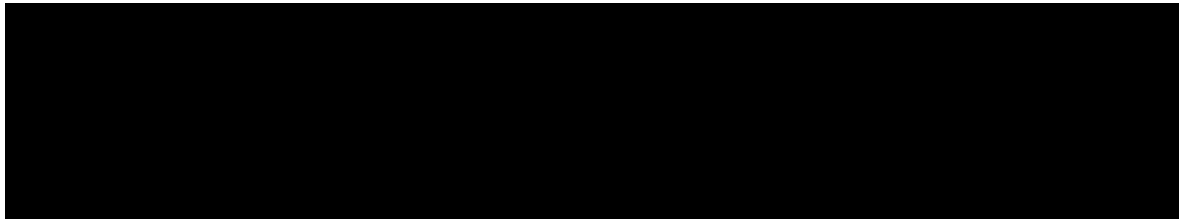
Bereavement Assistant: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisor to help with legal issues.

Medication Information: Qualified nurses are on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.

CBT Online: We recognise the value of self-help tools in dealing with a range of issues, which is why there is a range of CBT self-help modules, informative

factsheets and invaluable advice videos from leading qualified counsellors available.

**immediate family is defined as your legal partner and children aged 16-24 in full time education residing in the same household.*




9.1.4 In addition to the counselling support and advice, Health Assured also offer a virtual library of wellbeing information on the Healthy Advantage e-hub and Mobile App. These informative articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid an employee's physical and mental health, including:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans.
- Fitness and lifestyle advice, such as detoxing methods.
- Four-week self-help programmes.
- Mini health checks.

9.1.5 The free Healthy Advantage App also offers access to holistic health and wellbeing support at the tap of a finger, including:

- Support videos and webinars
- Four-week programmes
- Home life support and advice
- Work life assistance
- Physical and emotional health
- Mini health checks
- Life support
- Emotional health
- Physical health
- Online CBT
- Wellbeing videos and webinars
- Medical information

Simple steps to download the app:

- 1) Search My Healthy Advantage on your app provider
- 2) Click to download the free app
- 3) Employer unique code - 

9.2 Cycle to Work Scheme

9.2.1 NCLT is committed to encouraging employees to travel to work in a sustainable way and by supporting employees in getting to work by means other than car or public

transport. The Trust is pleased to be able to offer a Cycle to Work Scheme, working in conjunction with Caboodle, providing excellent tax-free benefits for those wishing to purchase a bike and equipment via the scheme.

9.2.2 Employees can hire a bike which is paid through salary over a twelve-month period. Employees can apply for the Cycle to Work Scheme via the Caboodle web page at www.salary-extras.co.uk. Username: [REDACTED] and Password [REDACTED].

9.2.3 Once the employee and NCLT have signed the application form and the invoice has been approved and paid, Caboodle will send the voucher for the items directly to the employee with the amount being recovered through the employee's salary equally over a twelve-month period. At the end of the 12-month period the employee has a number of options (to purchase from Caboodle or return) as detailed in the terms and conditions signed upon application.

9.2.4 The items are the sole responsibility of the employee throughout the hire periods and the main use of the bike should be to travel to work. The purchase can either be a bike only, or a bike and associated equipment. The maximum value of equipment that can be purchased is £1000. The full cost of the equipment must be covered within this £1000 (i.e., employees cannot add to this amount to purchase something more expensive).

9.2.5 All permanent employees are eligible for the scheme (as you have to be in employment for a minimum of 12 months to be able to make the repayments). Should the employee leave prior to the end of the 12-month period, the full outstanding amount will be deducted from the final salary. Should this not cover the full amount, the employee would need to repay any outstanding balance within 30 days of leaving the organisation.

9.3 Annual Health Check

9.3.1 The Trust will arrange pre-paid annual health checks for all employees who are interested in participating. This may be provided by different companies each year. However, these checks will usually consist of the usual health checks, such as heart rate, blood pressure, cholesterol, weight etc.

9.4 Annual Flu Vaccinations

9.4.1 The Trust will provide and fund onsite annual flu vaccinations for those Trust staff who do not already receive this via their GP and who wish to take up this offer. Details of available appointments will be circulated via HR, must be booked in advance and will be available on a first come, first served basis.

9.5 Wellbeing Week

9.5.1 As part of our commitment to promoting and encouraging healthy lifestyles amongst our staff, the Trust will organise a Wellbeing Week annually as part of our broader events calendar. The week will highlight many different types of wellbeing and incorporate various activities for staff to get involved in on a voluntary basis. This will

include opportunities for staff to participate in a range of physical activities, wellbeing activities, information and advice sessions. The focus and the contents of the week may vary each year.

9.6 Lieu Days

9.6.1 The Trust offers lieu time for a staff well-being/reward initiative. Please see separate Lieu time policy.

9.7 Weekly Staff Enrichment Activities

9.7.1 Regular staff activities provided by individual colleges may consist of the following:

- Team building activities
- Exercise classes such as Zumba, Yoga, fitness, gym
- Staff sports e.g. Football (pitch hire + kit)
- Gym membership subsidy at Aspire (NCP only)
- Free on-site gym membership at NCD and NCB.
- Chef masterclasses, cookery classes
- Book and film clubs
- Mindfulness sessions
- Singing, music, performing arts
- Quizzes
- Massages
- Murder mystery type events

Please note this list is not exhaustive and will often be determined by staff voice.

9.8 Trust Subsidised Events

9.8.1 The Trust will arrange subsidised events annually to promote positive wellbeing through social events. These may include:

- Staff well-being day
- Staff Christmas Party
- Staff End of Year event
- CEO/Principal Well-being Wheel of Fortune
- Any additional celebratory or one-off events promoting staff wellbeing

9.9 College Allocation of Well-being Funds

9.9.1 The Trust will provide each college a proportional allocation of funds annually to be spent on well-being activities locally. Central trust staff will have the opportunity to participate in activities run by the College they are based at.

9.9.2 The Principal/Headteacher and Senior Leadership Team will have the authority to decide on what to spend their allocation on. Staff voice will play a significant part in deciding on what events/activities to organise. All activities are to be approved by

TET, presented in a paper at the start of each academic year.

9.10 Other Services

9.10.1 Day 1 intervention for stress – On the very first day a member of staff calls in sick with stress or submits a 'Fit Note' stating stress, the HR Department can arrange for an experience Occupational Health Advisor to contact the member of staff for a consultation and to provide guidance on where to obtain information and advice from relevant support mechanisms available through Health Assured.

9.10.2 The Trust will also liaise appropriately with other external agencies including its contracted Occupational Health provider where appropriate.

10.0 Reducing Staff Workload

10.1 The below list outlines all the steps that have already been taken to reduce staff workload:

- Assessment – the number of formal assessments and the marking associated with them have been reduced to 5 for Y13 and 6 for Y12.
- Planning – Staff work collaboratively across the Trust to develop programmes of study, teaching resources and assessments, reducing workload commitments for any one person.
- Marking – A level staff are only asked to mark one assessment per half term per group. Annual CPD is given to staff on how to reduce marking, but at the same time make it more effective. For example, staff are encouraged to use icon marking, rather than lengthy written feedback. After Y12 progression exams when the marking workload is high, staff are given marking days to complete this.
- Feedback – Regular CPD is given to show that feedback does not have to be written or individualised to each student. Whole class feedback, verbal feedback and targeted feedback are all acceptable methods. Dedicated improvement and reflection time (DIRT) is planned into lessons after each assessment. Students are encouraged to work harder than the teacher by analysing their scripts and deciding what they need to do in order to improve.
- Cover – We do not ask staff to cover lessons for absent colleagues after the first day. Supply staff are brought in to cover lessons. This ensures, in the majority of cases, that staff preparation time is preserved.
- Meetings – Scheduled times in the college day are set aside for meetings, so that staff do not have to use their lunchtimes or outside of the core day to attend meetings.
- Report writing – Staff are not asked to write reports for students. Staff use our student portal (Cedar) and the one parents' evening per year group to inform parents of their son/daughter's progress.
- Lesson observations – There are no planned formal lesson observations, apart from 2 per year for new staff. These do not require any lesson plans or documentation to be produced.

- Exam Invigilation – Staff are not asked to invigilate exams that take place in the Sports Hall (apart from the annual Y12 Progression Exams on occasion). External invigilators are employed to do this.
- Teacher access periods – Staff do not have to give up their lunchtimes to support students. We include dedicated time for the additional support of students through our TAP system on the timetable.
- Newly qualified teachers – NQTs are given 2 periods of remission and RQTs are given 1 period of remission to support them in their planning, preparation and marking. This is in addition to the 4.5 hours of remission each teacher already gets.
- Enrichment - All enrichment is voluntary and days in lieu are given for any enrichment activities offered by staff. This equates to 3 full days in lieu if a member of staff offers a weekly enrichment activity all year.

10.2 Commencing September 2021

The three 6th form college timetables will be aligned next year to allow for a common CPD slot on each individual timetable. This will promote and provide structured time for staff across the colleges to plan together, share expertise and pool resources. This can be either in person or via Microsoft Teams.

11.0 Reasonable Adjustments

- 11.1 The Trust will provide an environment in which staff who have health problems that may affect their work receive suitable support, and that reasonable steps are taken to make adjustments to their work circumstances to enable them to achieve their full potential, as appropriate.
- 11.2 The Trust will take reasonable steps to enable a person with a disability to carry out the role for which they are employed. Staff should speak to their line manager or the Director of HR for further information and support.

12.0 Confidentiality

- 12.1 Information provided by staff is subject to the Trust's policy on Data Protection and matters relating to an individual's health and wellbeing will only be shared on a 'need to know' basis.
- 12.2 However, confidentiality may be necessarily breached where the individual is deemed to be a risk either to him/herself or to other people. The safety of the individual and/or the safety of other members of our community must take precedence over confidentiality.
- 12.3 Employees are not in general obliged to divulge detailed information about the state of their health to their employer, unless they contract an infectious disease that may pose a risk to others. It is however in their interest to inform the Trust of any disability or ill health which may adversely impact upon their ability to carry out the role for which they have been employed, and they are strongly encouraged to do so in order

for reasonable steps to be taken to enable the Trust to support them and for them to continue with their work.

13.0 Communication, Review and Monitoring

- 13.1 All employees will be made aware of this policy and the facilities available, as well as the policy being available electronically on Moodle and/or the HR system. This policy will also form part of the new staff induction programme
- 13.2 Training on the policy will be provided to staff and updated annually with any relevant updates in-between. Staff are encouraged to inform HR should anything regarding their own situation change.
- 13.3 Employees participating in any of the health at work activities will be asked for feedback, either informally or through the staff survey to assess the impact of this policy. Analysis of usage from the EAP will also be undertaken by the Director of HR.
- 13.4 The policy itself will be formally reviewed every 3 years by the Director of HR, unless the need arises prior to this time.

Policy Status

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|----------------------------|----------------------|---|---------------|
| Policy Lead (Title) | Director of HR | Review Period | Every 3 years |
| Reviewed By | Trust Executive Team | Equality Impact Assessment Completed (Y/N) | Y |

POLICY AMENDMENTS

| Version | Approval Date | Page No./Paragraph No. | Amendment | Audience | How Communicated |
|-----------|---------------|---------------------------------|---|--------------------------|--|
| Version 1 | July 2018 | | | | |
| Version 2 | 14/06/2021 | Pg 4, para 4.2 | Point re: reducing staff workload added | NCLT College Staff | HR newsletter and uploaded onto moodle. |
| | | Pg 4, para 4.3 | New paragraph | | |
| | | Pg 8, 9. and para 9.1 | Reformatting of headings | | |
| | | Pg 10 – 11, paras 9.2 to 9.9 | New sections added | | |
| | | Pg 12, section 10 | New section | | |