

# Staff Health, Wellbeing and Engagement Policy

Version 5

This policy is currently under review for Dinnington, Brinsworth and the NCLT Primary Schools. Therefore, some aspects of this policy may not yet apply (particularly in section 15). Please contact your HR representative for any queries on which parts of this policy apply to your site.

This policy has been 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.



NCLT HQ



New College Bradford



New College Doncaster



New College Pontefract



Brinsworth Academy



Dinnington High School



Wingfield Academy



Anston Greenlands



Redscope



Thorpe Hesley

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## 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 and staff morale. The Trust is committed to supporting and investing in staff, being an employer of choice and fostering an atmosphere where there is a strong sense of pride, loyalty and belonging. Further details regarding how the Trust advocates health and wellbeing can be found in the Trust's Wellbeing Charter ([https://issuu.com/ncpontefract/docs/nclt\\_wellbeing\\_charter\\_1](https://issuu.com/ncpontefract/docs/nclt_wellbeing_charter_1) )
- 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, wellbeing and engagement may contribute to ill health, sick leave, lost productivity and reduced ability to work. The Trust has a strong track record of low staff turnover, low rates of staff absence, high engagement (demonstrated through staff surveys and staff voice activities) and the successful recruitment of talented staff.
- 1.3 By prioritising the health, wellbeing and engagement of staff we help to create a working environment and culture of which staff are proud, and which strengthens productivity, effectiveness, collaboration and teamwork. Because of our deep commitment to this, the Trust has been able to sustain a strong track record of retaining the best teachers and thereby delivering high-quality education and strong outcomes for young people.
- 1.4 The Trust recognises that the benefits we provide as an employer to our staff can support their health, wellbeing and workplace engagement, hence inclusion in this policy.
- 1.5 This policy applies to all contracted 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.***
- 2.4 Engagement is defined by Forbes as ***“the emotional commitment the employee has to the organisation and its goals”***.

### **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, 1999
- The 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 that 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, wellbeing and engagement; 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.

### **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.
  - 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.
  - Encourage the use of on-site leisure/sports facilities, where available.

## **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 include 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 organised activities.
- 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, harassment and discrimination.
- 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 their HR representative.
- 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 Attendance Management Policy).
- Show a positive and enabling attitude to employees and job applicants with a mental health illness (NCLT is a Disability Confident Leader).
- 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.

6.4 For further information, please refer to page 4 of the Staff Wellbeing Charter.

## **7.0 Healthy Lifestyle**

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

### **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).

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).

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.

### 7.3 Smoking/E-Cigarettes (Vaping)

Smoking is the biggest cause of preventable deaths in England, accounting for around 80,000 deaths each year, with many more living with debilitating smoking-related illnesses. Smoking increases your risk of developing more than 50 serious health conditions such as heart disease, stroke and cancer. Smoking harms nearly every organ of the body and affects a person's overall health. Breathing second-hand smoke, also known as passive smoking, increases your chance of getting the same health conditions as smokers.

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 blood pumping through your heart and muscles is much better and your circulation improves.
- ✓ After 3-9 months breathing problems improve as lung function increases by up to 10%.
- ✓ After 1 year your risk of heart attack will have halved compared with a smoker.
- ✓ 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.

E-Cigarettes, or vaping, work by heating a liquid that becomes a vapour that people can breathe in. They contain the same addictive substance as cigarettes (nicotine) but do not contain tobacco (which is the substance in cigarettes that causes cancer). However, e-cigarettes are not risk-free and they contain potentially harmful chemicals that can cause side effects such as lung disease, throat and mouth issues, headaches, coughing and feeling sick. As e-cigarettes are relatively new, research is regularly emerging regarding their impact to health with little yet known regarding their long-term health effects. E-cigarettes should only be used as a controlled method to support an individual to stop smoking, which has more significant health impact (according to known research).

### 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 employees on responsible drinking.
- Raise awareness and educate employees on the importance of leading a healthy and active lifestyle in order to prevent chronic disease.
- Maintain a no smoking/vaping policy on our sites.
- Support and encourage employees to access smoking/vaping cessation services, raise awareness of the risks of smoking/vaping and help staff to quit.
- Offer other wellness activities, including employee health checks, as appropriate.

## 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 Access to Health Services and Schemes**

### **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.

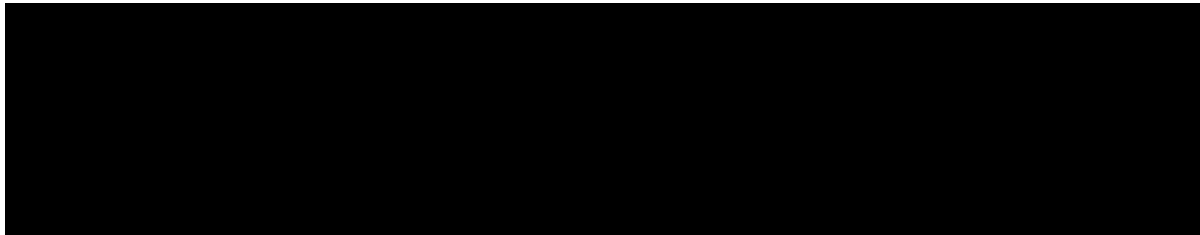
**Legal Information:** For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities.

**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 Wisdom 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 Wisdom 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:**

## 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](http://www.salary-extras.co.uk). Username: [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 Technology Scheme

9.3.1 The Trust is pleased to be able to offer a Technology Scheme, working in conjunction with Let's Connect, which will allow staff to purchase laptops, computers and tablets on an interest free payment plan over 12 months. Employees can apply for the Technology Scheme via the Let's Connect web page at:

#### 9.4 Annual Health Check

9.4.1 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.

#### 9.5 Annual Flu Vaccinations

9.5.1 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.

#### 9.6 Other Services

9.6.1 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.

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

### **10.0 Supporting Staff Health and Wellbeing**

10.1 The Trust recognises that each member of staff is unique and that the ways in which the Trust can best support staff health, wellbeing and engagement will vary. Consequently, the Trust is committed to actively engaging with staff about the ways in which it can best support them in this regard, and to developing a diverse range of strategies, events and activities.

10.2 Whilst we endeavour to deliver consistency in our approach, due to the unique nature of the different educational phases with our Trust and the timetabling and other constraints in some of these settings, it is not possible to apply all approaches to all phases, as indicated below.

#### 10.3 Lieu Days (College Staff Only)

10.3.1 The Trust offers lieu days for college staff who choose to work above and beyond their contracted hours to support events.

10.3.2 Lieu days will also be awarded to staff who lead on approved wellbeing activities for colleagues. Such wellbeing activities will be arranged by the Wellbeing Coordinator and led by Trust staff, to avoid any expense to the Trust eg, a teacher leading a Zumba class. Some activities may be organised externally, but these would involve a charge for participating staff.

10.3.3 It is important however that staff accruing lieu time does not have a negative impact on learning.

10.3.4 Please see Lieu Time Policy for further details.

#### 10.4 Golden Ticket Scheme (School Staff Only)

10.4.1 The Golden Ticket Scheme in place at NCLT schools allows all school staff to take one lieu day each academic year. The Golden Ticket scheme is provided by to schools to bring them in line with the College Staff Wellbeing Day. These days may be withdrawn at short notice and staff asked to rearrange, depending on staff absence at the time.

#### 10.5 Wellbeing Events

10.6 As part of our commitment to promoting and encouraging healthy lifestyles amongst our staff, the schools/colleges within our Trust will organise wellbeing activities throughout the year. This 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.

#### 10.7 End of Year Staff Wellbeing Day (College Staff only)

The Trust has a long-standing Staff Wellbeing Day which takes place at the very end of the academic year when students have finished for the summer. This day, with a variety of staff-organised events, provides wide-ranging opportunities for staff to participate in, supporting physical health, mental health, team-building and staff morale. All activities are reviewed and approved by the Principals and the Trust.

10.8 Where optional activities and events are developed to support staff health, wellbeing and engagement during the course of the year, the expectation is that these should take place outside of directed time, so that there is no disruption to the work carried out by the school/college. For example, events or activities might take place during lunchtimes, outside of the core working day, or on exceptional days such as the staff wellbeing day. Within reason, the Trust will try to widen access to events and activities as much as possible.

10.9 Any organised events or activities should match one or more of the following **health categories**:

- **Physical Health Activity or Event** with colleagues  
For example, staff 5-a-side football, or one-off physical activities, such as Zumba, a bike ride, a run or walk, or a badminton tournament
- **Mental Health Activity or Event** with colleagues  
For example, participation in a yoga group, access to mindfulness session, reading group or craft activity.
- **Health Promotion Activity or Event** with colleagues  
For example, participation in a healthy cooking class, access to stop-smoking services or weight management group

and/or one or more of the following **general wellbeing, engagement, team building and collaboration activities**:

- A **Learning Activity or Event** with colleagues  
Such as participation in a staff reading group
- A **Cultural, Arts or Crafts Activity or Event** with colleagues  
For example, participation in a session with colleagues learning how to make a Christmas wreath
- A **Charitable Fundraising Activity or Event** with colleagues  
For example, a MacMillan coffee morning or 10K run for Children in Need

For more information, please refer to the Staff Wellbeing Charter.

#### 10.10 Exceptional Events

There may be exceptional situations in which a Principal/Headteacher/CEO wish to propose an exceptional celebratory event to reward staff for remarkable success and achievement. Examples might include:

- The achievement of an outstanding rating following an Ofsted inspection
- The achievement of a major national award such as TES College of the Year

#### 10.11 Catering and Hospitality

10.11.1 All sites within the Trust will ensure that all staff have suitable breaks and lunchbreaks and that they are able to access catering facilities.

10.11.2 All sites within the Trust will take steps to make microwaves, kettles and refrigerators available to staff so that they can bring their own lunch to work and make refreshments.

10.11.3 Meals should not routinely be provided for staff.

10.11.4 An appropriate meal or breakfast and refreshments may be provided in situations where staff are required to work additional directed time on site beyond their normal working day, for the purpose of events such as:

- Evening open events or Open Saturday
- Parents' evenings that run into the evening
- Enrolment days that start much earlier than the normal core day
- Twilight CPD events

10.11.5 At the discretion of the Principal/Headteacher, schools/colleges may also provide lunch or refreshments for staff during important meetings or around other key events during the year.

### 11.0 Reducing Staff Workload

Senior leaders are committed to regularly reviewing staff workload and do so through our staff voice group, taking account of staff feedback and survey responses, through the implementation of our Staff Wellbeing Charter and through our work with trade unions in our Joint Consultative Committee (JCC) meetings.

Each school/college is responsible for actively addressing staff workload and will ensure it remains high profile at the start of, and throughout every academic year. Leaders will promote Trust protocol stated in the Trust Wellbeing charter, but are also encouraged to address matters at their own institution on a regular basis.

## **12.0 Staff Voice**

12.1 The Trust holds termly staff voice group meetings in each College/Academy, in order to give staff a voice in decision making. In the meetings, staff are encouraged to raise concerns about wellbeing and workload, ask questions and make suggestions. For more information, please refer to the Staff Wellbeing Charter.

## **13.0 Flexible Working**

13.1 The Trust fully considers formal requests for flexible working, in particular to support requirements associated with supporting families and child care. Please refer to the Staff Wellbeing Charter or Trust Flexible Working Policy on SharePoint for further information.

## **14.0 Reasonable Adjustments**

14.1 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.

14.2 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 HR Representative for further information and support.

## **15.0 Rewards**

15.1 Discretionary Headteacher/Principal Rewards

To reward and recognise staff that go the extra mile, above and beyond the responsibilities of their paid role, the CEO/Headteacher/Principal may choose to award discretionary rewards. Rewards should not be for undertaking an employee's usual role for which they are already remunerated (in line with HMRC guidance).

These discretionary rewards may either be smaller rewards awarded through a voucher up to the total value of £50 maximum per person (including any cost incurred to purchase the voucher) or for larger projects outside the remit of the role, where budgets allow and in exceptional circumstances, up to £500 gross may be awarded paid monetarily through payroll, depending on the individual circumstances (and subject to the terms and conditions of employment). For these larger amounts, the CEO/Principal/Headteacher would not usually award more than two such awards per year per staff member and the total cost of these should not usually exceed £500.

## 15.2 Above and Beyond Awards (Colleague Nominated)

In addition to the above, the Trust provides opportunity for employees to nominate colleagues who they feel have gone above and beyond the normal remit of their role. All nominations are recognised and one or more employee is chosen to receive a £30 Love to Shop voucher as recognition and thanks by the leadership of their school/college. These rewards are operated by the Headteacher/Principal at individual sites, at least termly.

## 15.3 Length of Service

The Trust wishes to recognise and reward staff with significant length of service with a £100 Love to Shop Voucher. Staff will receive a voucher when reaching 10 years of service and every fifth year of service after that (15 years, 20 years, 25 years and so on).

## 15.4 Trust Childcare Provision

NCLT employees who wish to make use of the childcare provision at any site with our Trust will be prioritised for a place where available.

## 15.5 Other Rewards and Recognition

Other small non-financial rewards and incentives may be offered at the individual school/college's discretion, such as secret buddies, thank you cards, etc.

## 16.0 **Confidentiality**

16.1 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.

16.2 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.

16.3 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.

## 17.0 **Communication, Review and Monitoring**

17.1 All employees will be made aware of this policy, along with the Wellbeing Charter and the facilities available. As well as the policy and charter being available electronically on SharePoint.

17.2 Staff will receive regular updates in relation to the content of this policy. Staff are encouraged to inform HR should anything regarding their own situation change.

- 17.3 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 HR.
- 17.4 The policy itself will be formally reviewed every 3 years, unless the need arises prior to this time.



## **Appendix 1 – Technology Scheme**

The Trust is pleased to be able to offer a Technology Scheme, working in conjunction with Let's Connect, which will allow staff to purchase laptops, computers and tablets on an interest free payment plan over 12 months. Employees can apply for the Technology Scheme via the Let's Connect web page at: <https://newcollaborativelearningtrust.hapibenefits.com> and create an account to find out more.

The items are the sole responsibility of the employee from the date of being received. The purchase can be for any number of the item/s available on the website, this has been limited to laptops, computers, tablets and associated equipment for a 12-month period. The maximum value of equipment that can be purchased is £1000, this could be for multiple items. 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). Staff can only have one payment scheme running at once.

Once the employee has signed the application and their request has been approved by Human Resources, Lets Connect will notify the staff member of the approval and arrange with the employee for the item/s to be sent directly to the employee's address, with the amount being recovered through the employee's salary equally over a twelvemonth period. Human Resources will receive a monthly report on the payroll cut-off date (5<sup>th</sup> of the month), of employees who have made a request with Let's Connect and will approve/decline as per the guidance below.

*Example 1: where an employee submits a request on 4<sup>th</sup> of January, the request will be sent to HR on 5<sup>th</sup> January, and if approved the first deduction will be from January's salary.*

*Example 2: where an employee submits a request on 6<sup>th</sup> of January, the request will not be sent to HR until 5<sup>th</sup> February, and if approved the first deduction will be from February's salary.*

All contracted employees who are on permanent contracts or fixed term contracts of at least 12 months\* are eligible for the scheme. If the employee falls into statutory payments or nil pay whilst these deductions are being made, the monthly deduction will be put on hold until their return to work. Should the employee leave prior to the end of the 12-month period, the 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.

It is the responsibility of the employee to ensure that this deduction from their net salary will not put them into hardship. There is a 14-day cancellation period, details of this is in the terms and conditions on the employee agreement. Following this 14-day cancellation period, withdrawals cannot be made at any point within the 12 months. Please note the items bought through this scheme will be individuals personal belongings, with this in mind the NCLT IT Department will not be able to set up, repair, install software or support with these devices.

\*Where an employee on a 12-month fixed term contract makes a request and the full 12 deductions cannot be made, 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. If you need any more information please email [Human.Resources@nclt.ac.uk](mailto:Human.Resources@nclt.ac.uk).

## **Appendix 2 – Helpful Contacts (alphabetical)**

### **Alcoholics Anonymous**

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

Information and shared experiences from people helping each other to recover from alcoholism.

### **Andy's Man Club**

[www.andysmanclub.co.uk](http://www.andysmanclub.co.uk)

[info@andysmanclub.co.uk](mailto:info@andysmanclub.co.uk)

At Andy's Man Club, you do not have to be suicidal or have a mental health problem; we just want to get men talking. A talking group for males age 18 and over.

To find a club near you please have a look on the website. For information about how to book on to one of our sessions, either in person or online, please send an email and our team will be able to assist.

### **Carers UK**

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

Information and support for carers.

### **Employee Assistance Programme – NCLT Only (via Health Assured)**

[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED]

### **Gingerbread**

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

Gingerbread and One Parent Families have joined to provide improved support to lone parents and their children.

### **Cruse Bereavement Care**

[www.cruse.org.uk](http://www.cruse.org.uk)

Providing support, advice and information to children, young people and adults when someone dies.

### **National Suicide Prevention Helpline UK**

**Tel: 0800 689 5652**

We are open from 6pm to 3:30am everyday.

National Suicide Prevention Helpline UK is a helpline offering a supportive listening service to anyone with thoughts of suicide. Anybody is welcome to call us if you need to talk.

### **NHS Adult Mental Health Service - Access Team including Crisis Resolution Service**

**Doncaster, Rotherham and South Humber Tel: 0800 804 8999**

**South West Yorkshire Tel: 0800 183 0558**

**Bradford Tel: 0800 952 1181**

Help is available 24 hours a day, 7 days a week. Calls to NHS urgent mental health helplines are free. If you call, you will speak to a professional in your local NHS mental health service. They can discuss your current mental health needs and provide access to further support if needed.

### **MIND**

Tel: 0300 123 3393

Email: [info@mind.org.uk](mailto:info@mind.org.uk)

MIND provide advice and support to empower anyone experiencing a mental health problem.

### **Papyrus**

Tel: 0800 068 4141 / 07786209697

If you are having thoughts of suicide or are concerned for a young person who might be you can contact us. Our Suicide Prevention Advisers are ready to support you.

### **Relate**

[www.relate.org.uk](http://www.relate.org.uk)

Provider of relationship counselling.

### **Samaritans**

[www.samaritans.org](http://www.samaritans.org)

To talk confidentially about anything that is upsetting you, you can contact Samaritans 24 hours a day, 365 days a year.

You can call **116 123** open 24/7 (free from any phone), email [jo@samaritans.org](mailto:jo@samaritans.org) or visit some branches in person.

### **Shout Crisis Text Line - Mental Health Innovations**

Text "SHOUT" to 85258 to contact the Shout Crisis Text Line.

Texting is free from all major UK mobile networks. You'll then be connected to a volunteer for an anonymous conversation by text message.

### **Turning Point**

[www.turning-point.co.uk](http://www.turning-point.co.uk)

This service is run in conjunction with NHS and is offered to individuals aged 16+ you must be registered with a local GP's surgery to qualify to access the service. Referrals can be made by GP's or self. Visit our website to find your local service.

<b>Policy Status</b>				
<b>Policy Lead (Title)</b>	Chief of People Operations	<b>Review Period</b>	Every 3 years	
<b>Reviewed By</b>	C Suite	<b>Equality Impact Assessment Completed (Y/N)</b>	Y	
<b>POLICY AMENDMENTS</b>				
<b>Version</b>	<b>Approval Date</b>	<b>Trade Union Consultation Date (if applicable)</b>	<b>Page No./Paragraph No.</b>	<b>Amendment</b>
Version 1	July 2018	N/A		
Version 2	14/06/2021	N/A	Pg 4, para 4.2	Point re: reducing staff workload added
			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
Version 3	22/03/2022	N/A	Throughout	Expanded to make applicable to WFA guidance.
			Appendix 1	Addition of NCLT Wellbeing Charter
Version 4	20/09/2023	N/A	9.3	Addition of technology scheme information
Version 5	11/01/2024	N/A	Cover	Name of Policy changed from 'Morale' to 'Engagement'. Addition of Brinsworth and Dinnington Logos
			7.3	Addition of information on vaping
			9.0	Updated details for Wisdom app replacing my healthy advantage app
			10.2	Wel being Week changed to Wellbeing Activities
			11.0	Sections on reducing workload may more generic to allow policy to apply across all phases.
			15.0	New section on rewards
			Throughout	Minor changes to wording to better reflect practice across all phases