



*I have come that they may have life and have it to the full
(John 10:10)*

ANTI-STRESS POLICY

This policy is taken from the OLHOC Trust Handbook of Statutory policies and should be read in conjunction with the other policies within the document.

Revised Edition September 2023

ANTI-STRESS POLICY

1. Introduction

- 1.1. This policy applies to employees of the Trust only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time.
- 1.2. The Trust is committed to protecting the health, safety and well-being and of all those who work for us and endeavour to maintain a working environment in which everyone treats one another with dignity and respect and is able to co-operate with and trust their colleagues.
- 1.3. The Trust recognises that, whatever its source, stress can be a health and safety issue in the workplace and acknowledges the importance of a supportive environment and working culture and of identifying and reducing workplace stressors.
- 1.4. The Trust is committed to a programme of action to make this policy effective and to bring it to everyone's attention. However, this policy can only be effective if everyone co-operates to achieve its aims.

2. What is Stress?

- 2.1. Stress is the adverse reaction experienced in response to excessive pressures or demands. Stress is not an illness but, sustained over a period of time, it can lead to mental and/or physical illness.
- 2.2. There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when pressure becomes excessive it produces stress.
- 2.3. Pressures outside the workplace (whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries) can result in stress. They can also compound normal workplace pressures.
- 2.4. The Trust recognises that what triggers stress, and the capacity to deal with stress, varies from person to person. Individuals react to similar situations in different ways.

3. The Trust's Obligations

- 3.1. The Trust has a legal duty to take reasonable care to ensure that your health does not suffer because of excessive pressures or demands arising from the way work is organised.
- 3.2. This policy takes account of the Trust's obligations under the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998 and the Equality Act 2010.

4. Who is Covered by the Policy?

- 4.1. This policy covers all individuals working at all levels and grades, including Principals / Head Teachers, Subject Leaders, members of the Senior Leadership Team, employees, consultants, contractors, trainees, home-workers, part-time and fixed-term employees, casual and agency staff (collectively referred to as "Staff" in this policy).
- 4.2. Third parties who enter the workplace (including parents and visitors) are also required to comply with this policy.

- 4.3. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

5. Scope and Purpose of the Policy

- 5.1. The Trust is committed to identifying, tackling and preventing the causes of work-related stress and to providing appropriate support and consideration to Staff suffering from stress, on a confidential basis where appropriate, including:
- 5.1.1. Promoting a culture of open communication, participation and encouragement;
 - 5.1.2. Through training, effective planning and allocation of workloads and ensuring feedback is provided on performance, we want Staff to develop their skills and confidence and to feel able to raise any concerns they have about their work or working environment;
 - 5.1.3. Using Staff development, Staff support systems and policies reflecting current good practice to help Staff understand and recognise the causes of stress and to address work-related stress and the impact of external stressors at work;
 - 5.1.4. Addressing violence, aggression, harassment, bullying and other forms of inappropriate behaviour through appropriate disciplinary action;
 - 5.1.5. Ensuring risk assessments include or specifically address workplace stress;
 - 5.1.6. Maintaining an appraisal process to ensure the suitability of workloads, supported by a capability procedure;
 - 5.1.7. Facilitating requests for flexible working where reasonably practicable in accordance with the Trust's Flexible Working Policy in order to help support a positive work/life balance;
 - 5.1.8. Following comprehensive change management procedures;
 - 5.1.9. Providing support and services, such as occupational health, for Staff affected by or absent by reason of stress.
- 5.2. Recognition of stress as a genuine problem requires management support and action. Those working at management and supervisory level have a specific responsibility to:
- 5.2.1. Participate in the culture of open communication and encouragement;
 - 5.2.2. Ensure that the Staff they manage receive training;
 - 5.2.3. Effectively plan and allocate workloads and provide feedback on performance;
 - 5.2.4. Monitor workloads and reallocate work where necessary / possible;
 - 5.2.5. Ensure that the Staff they manage understand the standards of behaviour expected of them and others and act on behaviour that falls below those standards.
- 5.3. To facilitate this process, your line manager/ head of department, the CEO / Principal / Head Teacher and Senior Leadership Team will be given training on best practice and are

encouraged to seek advice from the CEO / Principal / Head Teacher on how to recognise stress in the Staff that they manage in the first instance.

- 5.4. However, all members of Staff are responsible for the success of this policy and must ensure that they:
 - 5.4.1. Familiarise themselves with the policy and act in accordance with its aims and objectives;
 - 5.4.2. Plan and organise their work to meet personal and organisational objectives;
 - 5.4.3. Speak to their line manager if they experience or are aware of a situation that may lead to a stress problem.
 - 5.4.4. Co-operate with support, advice and guidance they may be offered by their line manager.
- 5.5. The CEO / Principal / Head Teacher will have responsibility for informing all Staff of this policy and their role in its implementation.

6. Sources of Support

- 6.1. The Trust can assist Staff who may be suffering from stress by signposting training and or workshops on stress management. We can also signpost training sessions and/or workshops from time to time to assist Staff in recognising and coping with stress and may refer staff to Occupational Health for assessment.
- 6.2. Line managers should support Staff suffering from stress.

7. Resolving Cases of Stress at Work

- 7.1. If you believe you are suffering from stress you should discuss this with your line manager. If you feel unable to do so you should contact the CEO / Principal / Head Teacher or a member of the Senior Leadership Team.
- 7.2. Once an issue affecting your health comes to the attention of one of the above, steps will be taken by the Trust to address that issue. Those steps may include any of the following:
 - 7.2.1. A workload review, reallocation of work, monitoring of future workload or possible redeployment;
 - 7.2.2. Referral for medical advice and/or a medical report to be provided by the Occupational Health Department or the Trust's medical advisers and or the GP (and any medical specialist) treating the member of staff concerned;
 - 7.2.3. If you are on sickness absence, discussion of an appropriate return to work programme.
- 7.3. The Occupational Health Department will continue to be used appropriately to help Staff overcome problems associated with work-related stress as well as other stress and the impact that has on their ability to do their duties.

8. Absence Due to Stress

- 8.1. If you are absent due to stress you should follow the sickness absence reporting procedure contained in the Trust's Sickness Absence Policy.

9. Confidentiality

- 9.1. Confidentiality is an important part of this policy. Every member of staff is responsible for observing the high level of confidentiality that is required, whether they are suffering from stress, supporting a colleague who is suffering from stress or because they are otherwise involved in the operation of a policy or procedure dealing with stress.
- 9.2. Breach of confidentiality may give rise to disciplinary action in accordance with the Trust's Disciplinary Policy and Procedure.
- 9.3. However, there are occasions when matters reported by a member of staff suffering from stress may have to be shared with others on a 'need to know' basis. For example, where duties need to be reallocated within a team or where, as the result of reported bullying or misconduct, a disciplinary investigation and/or proceeding takes place. If this is the case, matters will be discussed with the member of staff concerned before any action is taken.
- 9.4. The Trust will monitor the development and dissemination of good practice, the recognition of the symptoms of stress, awareness of and effectiveness of this policy to ensure it is achieving its stated objectives.
- 9.5. Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the CEO / Principal / Head Teacher in the first instance.