Policy replaces 2018 stress policy

STAFF WELLBEING POLICY

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Policy and College Statement

The aim of this policy is to build on the values in the Colleges Strategic Plan 2024-2026 which sets out how we are implementing our 2030 Vision. To sustain an environment and workplace culture where people feel able to discuss wellbeing and seek support and reasonable adjustments; a workplace where wellbeing is embedded into daily working practices.

The policy will provide a framework which encourages and facilitates working practices and services that support staff wellbeing.

The staff Wellbeing policy complies with statutory best policy and practise. Healthy workplace, healthy workforce, better business delivery (hse.gov.uk) It is designed to complement our approach to staff wellbeing in creating preventative measures around wellbeing.

This policy applies to all staff, workers and office-holders unless otherwise indicated. It therefore applies to anyone who is employed by Hughes Hall.

1. Principles

1.1 Hughes Hall is committed to promoting and supporting the wellbeing of all of its staff, to create an inclusive culture which focusses on prevention, and where issues are identified, minimised and managed before they have a detrimental impact and that any unavoidable impact is responded to carefully and comprehensively. Please refer to the **Hughes Hall Equality, Inclusion and Diversity Policy** in the Staff Handbook for more information.

1.2 Hughes Hall recognises that a rounded approach to staff wellbeing can:

- foster a thriving workforce, which can deliver on its objectives;
- achieve increased staff engagement, productivity, retention and recruitment;
- reduce stigma against wellbeing issues, and overall reduced sickness absence, presenteeism and leavism;
- promote inclusivity and diversity and meet our wider societal responsibility.

1.3 All matters relating to a staff member's wellbeing will be treated in confidence, except where it may be necessary to break confidentiality when there is an immediate and significant risk to that person or another staff member.

1.4 Hughes Hall recognises that the diversity of its workforce may give rise to different wellbeing needs.

1.5 Hughes Hall is committed to ensuring that staff have access to a variety of support services and will signpost to appropriate professional help.
1.6 Hughes Hall recognises that the environmental conditions in which staff work may have an impact on their wellbeing.
1.7 Where staff wellbeing issues remain unresolved, staff and line managers are encouraged to contact their respective line manager, HOD or HR.
1.8 Hughes Hall recognises that wellbeing issues may lead to time off from work, however it will endeavour to support staff staying in work making reasonable adjustments to facilitate this wherever possible, if it is agreed that it is in their best interests to do so.

2. Roles and Responsibilities

2.1 Hughes Hall is responsible for:

2.1.1 Ensuring all leaders within the organisation are positive role models, championing and shaping a culture where the importance of wellbeing is recognised and supported;
2.1.2 developing a culture that encourages staff to talk about wellbeing issues they may have, whilst equipping managers and wellbeing champions to respond;
2.1.3 providing advice and information that promotes general wellbeing;
2.1.4 offering a range of approaches to wellbeing in the workplace, and services that can be accessed when required;
2.1.5 providing a wide range of wellbeing related learning and development opportunities; Please see the **Hughes Hall Training and Development Policy** in the Staff Handbook for more information;
2.1.6 promoting healthy working practices and providing all staff with appropriate support to allow them to achieve their potential;
2.1.7 monitoring and reviewing HR metrics as indicators of organisational wellbeing and taking steps to respond where issues are identified;
2.1.8 raising awareness of staff wellbeing and ensuring that this is cascaded throughout the College.

2.2 Line Managers are responsible for:

2.2.1 providing an environment which is conducive to staff and engaging with them about wellbeing;
2.2.2 encouraging and supporting staff to take personal responsibility for appropriate elements of their own wellbeing, by signposting staff to support services and giving them the time and encouragement to participate;
2.2.3 championing wellbeing within their teams and departments, and challenging ways of working that impact wellbeing;
2.2.4 maintaining confidentiality of staff when supporting their wellbeing, disclosing to others only with the staff member's consent or when the staff is deemed at risk and their wellbeing, or the wellbeing of others, needs preserving;
2.2.5 seeking advice and help from HR at an early stage if any issues arise;
2.2.6 ensuring that they are supported when dealing with staff wellbeing issues;
2.2.7 monitoring attendance and encouraging staff to take regular breaks from work, as well as using their leave entitlement throughout the year. Please see the **Hughes Hall Holiday Entitlement Policy** in the Staff Handbook for more information;
2.2.8 encouraging staff to undertake learning and development activities to develop their awareness of wellbeing and wellbeing-related issues.

2.3 **Staff are responsible for**:

2.3.1 taking an active role in managing their own wellbeing and taking steps to seek support at an early stage if needed;

2.3.2 maintaining communication by raising concerns with their line managers, or other appropriate colleagues when factors are impacting their wellbeing;

2.3.3 using their annual leave throughout the year and taking regular breaks during the working day. Please see the **Hughes Hall Holiday Entitlement Policy** in the Staff Handbook for more information;

2.3.4 supporting colleagues, by providing information, and sharing knowledge and resources on managing wellbeing where appropriate;

2.3.5 Participating in an inclusive and supportive working culture.

Appendix A – Definition of Wellbeing

Term	**Definition**
Health	A 'state of complete physical, mental and social wellbeing, and not merely the absence of disease or infirmity', as defined by the World Health Organization (WHO).
Wellbeing	How we manage our health and cope day-to-day. Levels of wellbeing will differ between staff and can be influenced by a variety of different factors both in and outside of the workplace. The Chartered Institute of Personnel and Development (CIPD) define wellbeing as *'Creating an environment to promote a state of contentment which allows all staff to flourish and achieve their full potential for the benefit of themselves and their organisation.*
Stress	Hughes Hall adopts the definition of stress as used by the Health and Safety Executive (HSE): 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. Stress can impact on both physical and mental health and have consequences on social and financial wellbeing. Staff may experience stress in different ways, and it may manifest differently from person to person.
Stigma	Misconceptions or misunderstandings of wellbeing issues that can be dismissive, offensive or hurtful.
Presenteeism	Attending work despite suffering from poor health or wellbeing, often resulting in increased stress, poor productivity and morale.

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Leaveism	The practice of staff using allocated time off such as annual leave, time in lieu etc. when they are unwell.