



ST TERESA
of **CALCUTTA**
Catholic Academy Trust

Teacher and Support Staff Stress Support Policy

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Approved by	Trust Board	Approved date	3rd October 2023
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Version number	Date Issued	Author	Update Information
1.0	15 November 2023	Operations Team	

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching to ensure to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly to ensure this.

This Teacher and support staff stress support Policy and Procedure has been approved and adopted by St Teresa of Calcutta Catholic Academy Trust on TBC with minor amendments Autumn Term 2023 and will be reviewed Autumn 2024.

The St Teresa of Calcutta Catholic Academy Trust (CAT) exists to secure 3-19 Catholic Education in the Diocese of Salford. Within the CAT, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ, and which is faithful to the mission of the Catholic Church.

The Trust seeks to serve all our families and to work with other partners in education for the benefit of our children and young people; we are committed to working together as academies and with the wider community for the common good.

In our academies, we uphold the dignity and unique human value of every person as we strive for excellence in education; gifts and talents are shared between our academies as we aim to provide the highest standards for all our children and young people throughout the Trust.

St Teresa of Calcutta CAT is rooted in the Catholic mission to educate our pupils to the highest academic standards, fuel them with Gospel Spirit, in order to be agents of transformation in society: people who are rooted in action for the common good. We articulate this in our specific goal to use our individual God given gifts to find new ways to spread the joy of the Gospel to every corner of the world...

Make Christ Known, Making Lives Better

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Teacher and Non-Teaching Staff Stress Policy

1. Introduction and Scope

This stress policy is designed to promote the well-being of our valued teachers and support staff at St Teresa of Calcutta Catholic Academy Trust. The policy addresses the management of stressors that may arise from work-related or personal factors affecting their performance, health, and overall job satisfaction.

2. Policy Statement

The law requires all employers to tackle work-related stress and, by acting in your school, you can help create a more engaged, healthy workforce and save money. Schools have reported improvements in productivity, retention of staff and a reduction in sickness absence after tackling work-related stress.

With the above in mind, St Teresa of Calcutta Catholic Academy Trust, sees the mental well-being of our staff as a priority. We are committed to creating a positive work environment that fosters personal growth, professional development, and work-life balance. We recognise that managing stress effectively is essential to ensure the success of our Schools and the overall well-being of our staff.

3. Responsibilities

3.1 Management:

Will support staff when they raise concerns regarding possible workplace stress offering support as needed.

Must follow the Trusts policy, procedure or risk assessment regarding the management of stress.

- Should be observant to changes in staff behaviour/performance.
- Should be responsive to concerns raised.
- Must deal with mental health issues sensitively.
- Where needed - must implement stress reduction plans?
- Attend training to support the implementation of this policy.
- Provide necessary resources and support to maintain a stress-reducing work environment.
- Encourage open communication between staff and management.

3.2 Employees:

- Familiarise themselves with the stress policy and actively participate in its implementation.
- Report any stressors affecting their well-being and work performance to their line manager.
- Seek assistance and support when experiencing stress-related issues.

3.3 HR Department:

- Oversee the policy's application and effectiveness.
- Offer guidance and support to staff members and line managers in dealing with stress-related challenges.
- Provide training and resources for stress management.

4. Mental health conditions, work and the workplace

One in four people in the UK will have a mental health problem at some point. While mental health problems are common, most are mild, tend to be short-term and are normally successfully treated, with support from a GP.

Mental health is about how we think, feel and behave. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but can also be caused by work-related issues.

This policy talks generally about work-related stress but where such stress is prolonged it can lead to both physical and psychological damage, including anxiety and depression. The Trust is committed to support all staff with mental ill health concerns as soon as possible to avoid further distress. Work can also aggravate pre-existing conditions, and problems at work can bring on symptoms or make their effects worse.

Whether work could be causing the health issue or aggravating it, employers have a legal responsibility to help their employees. Work-related mental health issues must be assessed to consider the levels of risk to staff. Where a risk is identified, steps must be taken to remove it or reduce it as far as reasonably practicable. This policy sets out the Trusts commitment to do this.

Some employees will have a pre-existing physical or mental health condition when recruited or may develop one caused by factors that are not work-related factors.

In this case the Trust may have further legal requirements, to make reasonable adjustments under equalities legislation. Information about employing people with a disability can be found on GOV.UK or from the Equality and Human Rights Commission in [England](#), [Scotland](#) and [Wales](#).

There is advice for line managers to help them support their employees with mental health conditions.

5. Mental ill health, stress and the Management Standards

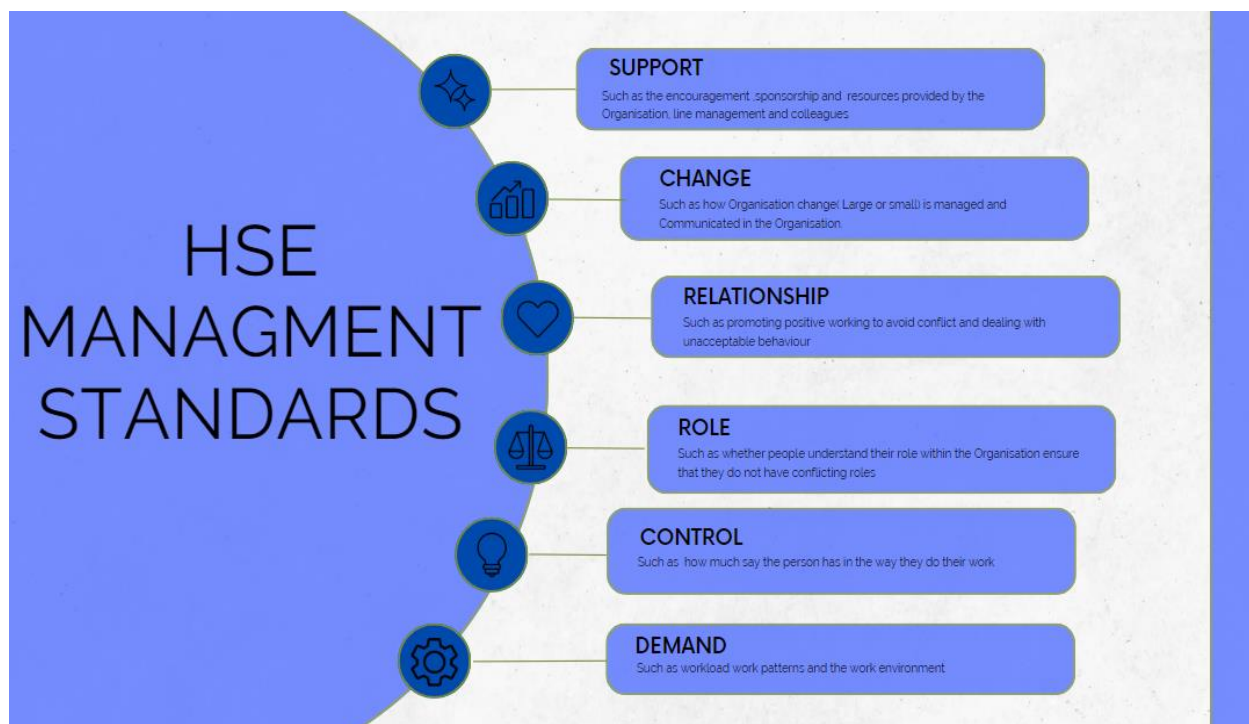
Although stress can lead to physical and mental health conditions and can aggravate existing conditions, the good news is that it can be tackled. If managers work with staff to identify and take action to remove or reduce stressors, we can prevent people becoming ill and avoid those with an existing condition becoming less able to control their illness.

HSE's Management Standards approach to tackling work-related stress provides a framework to help employers tackle work-related stress and, as a result, also reduce the incidence and negative impact of mental ill health.

The Management Standards helps managers consider what aspects of their leadership or an individual's role might be causing concern. They can then identify any reasonable actions to provide positive support.

6. Identifying workplace stressors

The Health and Safety Executive (HSE) reminds us that there are six main areas that can lead to work-related stress if they are not managed properly. These are: demands, control, support, relationships, role and change.



For example, staff working in education may say that they:

- are not able to cope with the demands of their jobs.
- are unable to control the way they do their work.
- don't receive enough information and support.
- are having trouble with relationships at work, or are being bullied.
- don't fully understand their role and responsibilities.
- are not engaged when a business is undergoing change.

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether a worker can cope.

7. Support Mechanisms:

7.1 Counselling Services:

- Offer confidential counselling services for both teaching and Support staff to address stress-related concerns.
- Facilitate access to external counselling services if necessary.

7.2 Employee Assistance Programs (SAS):

- <https://schooladvice.co.uk/whole-school-wellbeing/>

- Provide access to an Employee Assistance Program that offers additional resources for stress management, mental health support, and work-life balance.

7.3 Other support available can be found in the links below:

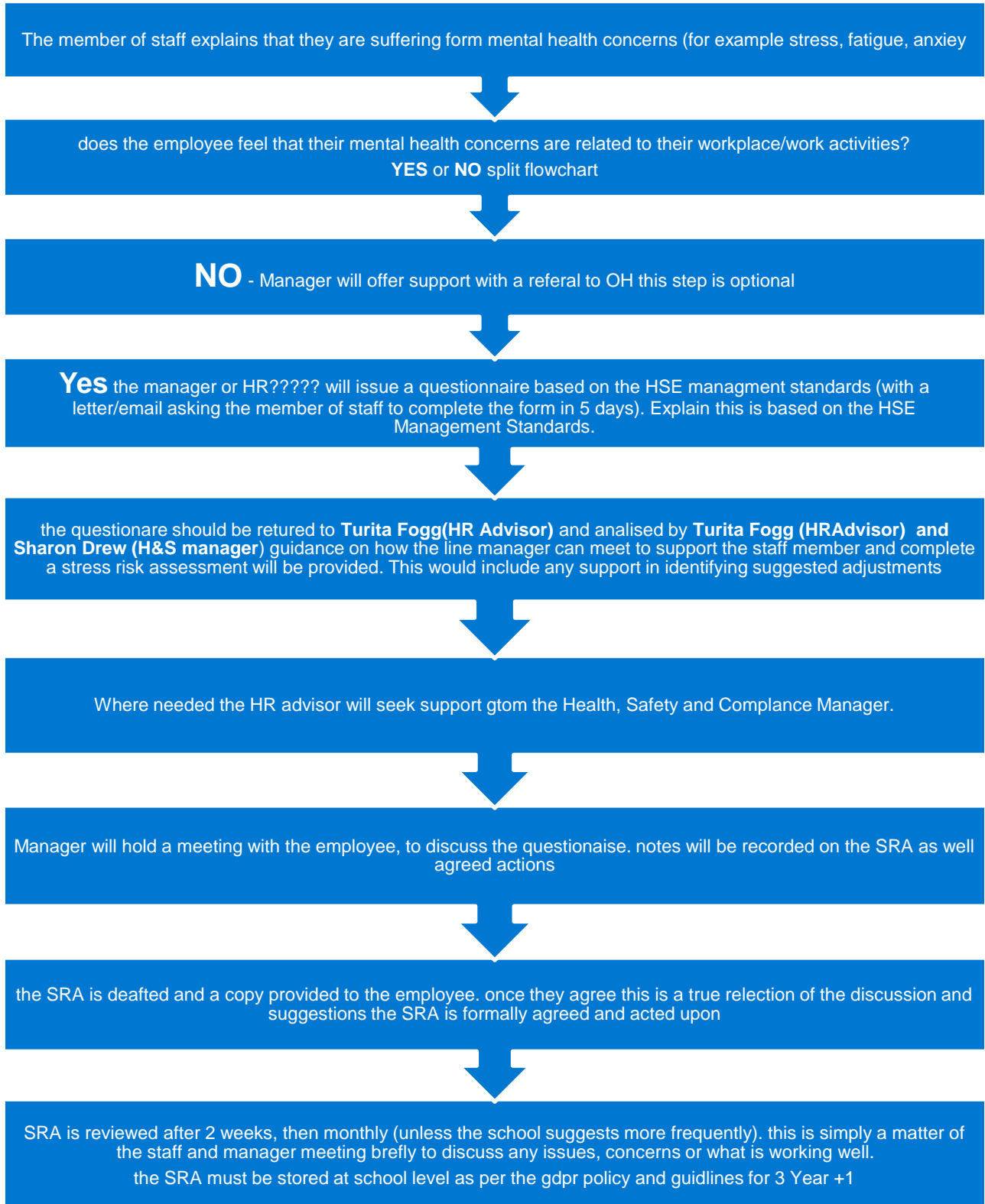
- (Mental Health Support) <https://www.mind.org.uk/>
- (Mental Health Support) <https://www.samaritans.org/how-we-can-help/contact-samaritan/>
- (Debt Advisory service) <https://www.citizensadvice.org.uk/>
- (Men's Mental Health) <https://andysmanclub.co.uk/>
- (Menopause Support) <https://www.menopausematters.co.uk/>

7.4 Workshops and Training:

- Conduct periodic workshops and training sessions to equip staff with effective stress management techniques and coping strategies.

8. Mapping possible workplace stress process map

St Teresa of Calcutta Catholic Academy Trust has developed a simple but effective process based on the HSE management standards. This helps managers support staff from the moment they identify they have concerns about their mental health they want their manager to help them with



9. Flexible Work Options:

St Teresa of Calcutta Catholic Academy Trust acknowledges the importance of work-life balance. We will explore and provide flexible work options where feasible, such as flexible working hours, telecommuting, or job-sharing arrangements, to support staff in managing personal and professional responsibilities.

10. Workload Management:

St Teresa of Calcutta Catholic Academy Trust will continually assess and optimise workload distribution to prevent excessive stress on both teaching and Support staff. Transparent communication will be maintained to address workload concerns.

11. Communication Channels:

St Teresa of Calcutta Catholic Academy encourages an open-door policy for staff members to voice their stress-related concerns, suggestions, and feedback. Anonymous feedback mechanisms will be provided for confidential reporting.

12. Mental Health Leave and Policies:

Staff members are entitled to take mental health leave, when necessary, without prejudice. The Trust will adhere to a compassionate and understanding approach to support staff during such periods.

13. Performance Evaluation:

Stress-related issues will not negatively impact staff performance evaluations. Evaluations will focus on professional competencies and contributions while considering the individual's well-being.

14. Confidentiality and Privacy:

All discussions, records, and information related to stress management will be treated with the utmost confidentiality, ensuring the privacy of the individuals involved.

15. Periodic Review and Improvement:

This stress policy will be reviewed periodically to assess its effectiveness and make necessary improvements to better address staff well-being.

16. Awareness and Training:

St Teresa of Calcutta Catholic Academy will promote awareness of the stress policy through internal communication channels and regularly conduct training sessions on stress management.

The training will cover -

- Recognising the signs of stress
- Managing the signs of stress at work
- Knowing when to act
- How to offer support

- The HSE standards
- How to complete a Stress Management meeting and stress risk assessment
- Reviewing the risk assessment
- Records keeping
- Dealing with additional issues (staff who do not want to meet with their direct line manager, staff who feel they have been subject to harassment, staff who might not want to engage in the process, managing stress where other issues are live(capability))
- Support and assistance

By implementing this Teacher and Support Staff Stress Policy, we aim to create a supportive and nurturing environment that empowers our staff to flourish personally and professionally while contributing to the success of our Trust.

Appendix 1 - Stress Indicator

Please follow the link below to access the stress Indicator.

[Copy of MASTER COPY - indicator tool and results.xlsx](#) (This link will change once we have an area for schools to access)



OCCUPATIONAL HEALTH REFERRAL

Appendix 2

- Please complete ALL sections of the form
- Please ensure you fully discuss the reasons for referral with the employee before their appointment.
- Appointments will be held Monday to Friday between 9am - 4pm via the telephone.

EMPLOYEE DETAILS	
Surname:	First Name:
Date of Birth:	Job Title:
Department:	Hours Worked Per Week:
Employee Home Address:	Employee's Workplace Address:
Telephone Number:	
Mobile Number:	
Email Address:	



OCCUPATIONAL HEALTH REFERRAL

REFERRAL DETAILS				
Is the employee currently absenting from work?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If YES, please state the first date of sickness absence				
Please state the reason given for absence				
Please use this section to provide additional background information:				

Is the employee currently subject to any of the following procedures?			
Disciplinary: <input type="checkbox"/>	Capability: <input type="checkbox"/>	Grievance: <input type="checkbox"/>	RIDDOR reported:

Please indicate below the specific occupational health advice you are seeking:	
<input type="checkbox"/>	Is the employee currently fit for work?
<input type="checkbox"/>	Is a timescale for a return to work known at this stage?
<input type="checkbox"/>	Are any temporary or permanent adjustments to their work role or work environment recommended?
<input type="checkbox"/>	Do you consider that the Equality Act 2010 is likely to apply in this case? If so, are there any reasonable adjustments I should consider under this legislation?
<input type="checkbox"/>	Should redeployment be considered on medical grounds?
<input type="checkbox"/>	Is the employee likely to meet the criteria for ill-health retirement?
<input type="checkbox"/>	Other (if you have additional questions, please enter them here):



OCCUPATIONAL HEALTH REFERRAL

REFERRING MANAGER DETAILS AND DECLARATION	
Name:	Contact Number:
Job Title:	E-mail Address:
Yes - I confirm I have provided a copy of this completed referral form to the employee, and the reason for referral has been fully explained to them.	
DATE OF REFERRAL	

OCCUPATIONAL HEALTH USE ONLY

Following consultation with the Occupational Health Advisor, I confirm that I have been informed of the likely content of an occupational health report to be provided to my employer.

I consent to the release of an occupational health report to my employer.

I would like the report to be sent to me by: POST EMAIL (please provide email address)

NAME (please print):

SIGNATURE OF EMPLOYEE:

DATE: