



WORCESTER
SIXTH FORM COLLEGE

STAFF WELLBEING CHARTER



THE DFE'S WELLBEING CHARTER AND OUR PLEDGE TO IT

As a College we are committed to developing a long-term strategy for improving staff wellbeing that will:



1. Prioritise staff mental health
2. Prioritise staff wellbeing
3. Establish 'out of hours' communication guidance
4. Give staff a voice in decision making
5. Drive down unnecessary workload
6. Champion flexible working and diversity
7. Support staff to progress in their careers
8. Create an outstanding behaviour culture

1) Prioritise Staff Mental Health

To achieve these aims, the College will:

- Take steps to tackle mental health stigma and promote an open and understanding culture;
- Manage staff absence in a supportive manner, giving the same consideration to mental and physical health;
- Fulfil our legal duty to minimise the risks associated with work-related stress;
- Ensure staff have access to mental health support via the Employee Assistance Programme.

2) Prioritise Staff Wellbeing

To achieve these aims, the College will:

- Give staff the support they need to take responsibility for their own and other peoples' wellbeing;
- Encourage staff to maintain healthy work-life balance and promote the benefits of doing so;
- Arrange optional wellbeing activities within the working week for staff to get involved with;
- Send out staff wellbeing surveys, to gain feedback at timely occasions throughout the year.

3) Establish 'Out of Hours' Communication Guidance

To achieve these aims, the College will:

- Provide clear guidance to all stakeholders on remote and out of hours working, including when it is and isn't reasonable to expect staff to respond to queries and emails;
- Promote the importance of a work-life balance, but it will not prevent staff from sending or receiving emails at unsociable hours if it suits them personally;
- Arrange cross-College meetings within normal working hours unless a suitable time cannot be allocated;
- Prepare email guidance for staff to outline the expectations around responding to emails, only copy in those who need to be and whether 'reply' might be better than 'reply all' etc.

4) Give Staff a Voice in Decision Making

To achieve these aims, the College will:

- Hold staff focus group meetings to allow staff a forum to share thoughts and feedback;
- Hold termly workload forums;
- Respond accordingly to any staff suggestions, providing a clear explanation of any decisions;
- Operate an open-door policy for staff to meet with Senior leaders and discuss any concerns or share ideas that they may have;
- Consult with staff about fundamental changes to policies, procedures and structures.

5) Drive Down Unnecessary Workload

To achieve these aims, the College will:

- Review practises and procedures to proactively drive down unnecessary workload;
- Provide a clear rationale when introducing any new initiatives that may impact negatively on workload;
- Provide CPD to highlight efficient and effective ways of marking in order to reduce workload.

6) Champion Flexible Working and Diversity

To achieve these aims, the College will:

- Continue to review and implement our policy on Special Leave to consider how the College can support our staff in those situations when flexibility is necessary;
- Fully consider all formal requests for flexible working having regard for balancing the preferences of the staff member and the needs of the organisation, endeavouring to seek workable solutions wherever possible;
- Continue to offer opportunities for staff to voluntarily accrue additional hours for supporting events which can then be taken back as time off in lieu, creating flexibility;
- Where appropriate, advertise flexible working in relevant job adverts (such as flexibility in start/end times, job share opportunities etc);
- Create a culture where diversity is openly talked about and provide staff with relevant training and awareness-raising opportunities/events with a view to increasing understanding, eliminating discrimination, advancing equality of opportunity and promoting inclusion;
- Continue to take a zero-tolerance policy to all acts of discrimination, ensuring Trust and College policies are implemented as an approach to any concerns raised and the benefits of diversity are regularly communicated.

7) Support Staff to Progress in their Careers

To achieve these aims, the College will:

- Provide opportunities for a variety of professional development through regular organised CPD, collaboration opportunities, external training courses and access to other professional qualifications;
- Include targets for professional development in annual appraisals as well as actions towards supporting department/college targets;
- Create opportunities for internal promotion and/or additional responsibility positions for staff to choose to apply for in order to further their own development;
- Create a culture where staff are encouraged to bring new ideas and suggestions and take calculated risks with a view to improving their own performance.

8) Create an Outstanding Behaviour Culture

To achieve these aims, the College will:

- Work with staff and students to maintain the highest standards of behaviour;
- Ensure staff and students have a shared understanding of how outstanding behaviour is encouraged and rewarded, including the sanctions that will be imposed if behaviour falls below these expectations;
- Support leaders and teachers to create a learning environment that is calm, safe and inspiring.