**** **Staff Wellbeing Charter agreed with Wellbeing Working Group in February 2020. Reviewed 2023.**

 The purpose of this charter is to outline staff and partnership responsibilities towards wellbeing, and to provide a suc provide a succinct framework of expectation and information for staff.

How would we define wellbeing across the partnership? **Staff feeling well, able, and supported to do their jobs well.** We decided on 5 key areas of wellbeing which support this aim.

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| 1. **Promoting staff wellness**
 | **2. Promoting Staff mental health and recognition** | **3. Promoting good workload balance** | **4. Promoting staff collegial relationships** | **5. Promoting an exceptional environment for work** |

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|  | **Agreed actions** | **What are the organisations responsibilities in regard to this?** | **What are individual staff responsibilities in regard to this?** |
| **1** | Ensuring free refreshments for staff across both schools | To order and provide in both settings. | To use and load/unload the dishwasher! |
| **1** | To promoting staff use of LBI fitness club offer- discounted gym membership | To provide information to staff on how to access the benefit. | To take up as desired. |
| **1** |  To promote cycle to work scheme-discounted cycle purchase | To provide information to staff on how to access the benefit. | To take up as desired. |
| **2** | Promotion of use of free Headspace App- guided mindfulness and meditation. | To provide information to staff on how to access the benefit. | To take up as desired. |
| **2** | Promotion of use of Employee Assistance Programme- support for work and life via confidential support service | To provide information to staff on how to access the benefit. | To take up as desired. |
| **2** | Promotion of information on staff welfare loans- Islington offers this to staff in need of financial support | To provide information to staff on how to access the benefit. | To take up as desired. |
| **2** | Good induction processes for new staff | To develop a revised and comprehensive induction programme for new staff. Taking on board feedback from new staff. Heads of School. | To feedback on what worked well and what could be improved so as to help colleagues going through induction.  |
| **2** | Line managers well trained to support staff through the use of coaching approaches | To run a programme of training and development for managers on supporting workplace mental health and support. | To reach out for support from line managers as needed- in a timely way- so challenges can be thrashed out |
| **3** | Promotion of Techscheme- enable staff to purchase own devices through LBI with pay back over time. | To provide information to staff on how to access the benefit. | To take up as desired. |
| **3** | Promotion of childcare vouchers and tax Free Childcare schemes- support for staff who are parents | To provide information to staff on how to access the benefit. | To take up as desired. |
| **3** | TA and Classteacher system of communication reviewed  | HLTAs in both schools liaise with teachers and TAs about what is needed and suggest a couple of models to trial. | Follow agreed procedures as a trial and feedback so we can agree a preferred and workable way forward. |
| **3** | Administration and operations tasks completed by admin/ops team and not teaching staff- using skills well across the schools. | Operations review carried out under SIP by PSBM- look at this as a particular strand and recommend staff structure to support it to Governors for implementation. | Follow agreed procedures post operations review and report any difficulties to PSBM. |
| **3** | Review marking policy. | Review marking policy with a working group to minimise workload. | Follow agreed school policy post review and report any difficulties to AHTs or HoS. |
| **3** | Review ordering systems so we don’t have to spend our money and claim back | Operations review carried out under SIP by PSBM- look at this as a particular strand and put into place corrective action in both schools. | Follow agreed school policy post review and report any difficulties to PSBM. |
| **3** | Flipchart/PowerPoint planning- same font so can be sharedPlanning based on this and not ‘old’ style long weekly planning. | Heads of School, review with digital lead. | Use agreed font so that things can be shared seamlessly between schools. Reducing workload. |
| **3** | Use technology to work smarter over time | School to provide training on 365 tools regularly. Upgrade IT on rolling programme. Move to personal devices over time. | Engage with training, and share what you know or have tried out with colleagues. Keep up to date with developments and use the technology to save time and communicate well. |
| **4** | Nominations of the week- shout out for things done well | HOS to ensure happens weekly. | Write your colleagues in for stuff to shout about! |
| **4** | All invites open invites | Use all-all staff email I each school so that all social invites are open to all. | To take up as desired. |
| **5** | Enough workstations for staff to use when not class based | Schools to action this ASAP- new PPA areas created- PCs, Laminators, copiers in local area to workstations. | Report to the PSBM if there are any ongoing issues, and the school’s tech provider if ether are IT issues. |
| **5** | Staff room rota for keeping clean/tidy | Members of wellbeing group consult individually in each school about this and set up rota if agreed with staff. | Staff follow agreed way forward. |
| **5** | Staff room ovens/microwaves put on daily cleaners’ rotas. | Schools to action this ASAP. | Report to the PSBM if there are any ongoing issues. |
| **5** | Staffroom areas. We would like 1 central eating table so we can all eat together at lunch, rather than small individual tables | Schools to action this ASAP. | Join us to eat! |
| **5** | Have resources easy to find and well stocked/ordered  | Resource base set up in each school and maintained well. Stock management and ordering system in place in both schools. | Put things back where they belong. Report broken items. Report any issues with resourcing or stock. |