

Appendix 2 - School / Professional Services Wellbeing Principles –Level 1

Leadership			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
The School/department has assessed its needs and priorities around health and wellbeing through available absence data			
Managers can explain the main issues that affect the health and wellbeing of their team			
Actively supports flexible working practices and relevant policies are in place			
Manages organisational development and change appropriately i.e. one to one schedules, good communication channels between staff and management			
Provides training for staff around the Equality Act 2010 (and any other relevant equality legislation) so this is understood and adhered to			
Supporting Attendance			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
There is a <u>consistent</u> referral system in place to Occupational Health for employees experiencing frequent short term absence and/or absence of 4 weeks or more			
Ensures managers have completed training to support them with absence management, (depending on local trends) and have awareness of support needed around			

non-illness related absence such as caring responsibilities			
Makes reasonable adjustments to work patterns/conditions to encourage people to return to and stay in work through its return to work process			
Has a clear process on maintaining contact with staff whilst absent and has a return to work policy			

Avoidance of workplace accidents			
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Criteria	Peer assessed, signed & dated	Approved by	Evidence
Has identified health and safety reps.			
Has systems in place for staff to raise and resolve health and safety issues			
Has an environment conducive to employee welfare whilst driving for work i.e. annual driving licence checks, no mobile phone use whilst driving, realistic travel times/deadlines, etc			
Has regular minuted health and safety meetings			

Diversity & Inclusion			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
Has an understanding of Disability Confident, Access to Work and how to apply			

https://www.gov.uk/government/publications/disability-confident-guidance-for-levels-1-2-and-3 https://www.gov.uk/access-to-work			
Is prepared to make reasonable adjustments for new recruits and existing staff who are newly diagnosed or new disclosures / Access to Work.			
Ensures that employees are not discriminated against because of religion, religious belief, or philosophical belief, or the lack of them			
Mental Health			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
Uses risk assessments to prevent stress, conducted on an individual and organisational level with regular reviews and actions addressed			
Has a performance review system in place, and regular opportunities allowing employees to talk about work related/ personal issues that affecting them and enables identification of training needs			
Promotes a positive mental health culture fully supporting employees to seek required support			
Communicates change well to staff at all levels			
Has a number of Mental Health First Aiders for employees to speak to non-management colleagues around their own and peers' wellbeing			

Smoking Awareness			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
Sources further information around support to quit smoking and assures this information is readily available			
Physical Activity			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
Ensures that staff are aware of the minimum legally required breaks and are actively encouraged to take them			
Actively promotes physical activity opportunities in the local area to staff i.e. local health walks, gym memberships			
Promotes benefits of physical activity including stress reduction and improved sleep			
Healthy Eating			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
Provides access to fresh drinking water			
Has kitchen facilities (in good condition) that conform to good standards of food hygiene			

Promotes external support for those who wish to achieve and maintain a healthy weight.			

Alcohol & Drugs

Criteria	Peer assessed, signed & dated	Approved by	Evidence
Supports employees seeking help to treat alcohol/substance misuse issues, providing sources of information and support that are readily available			

Caring Responsibilities

Criteria	Peer assessed, signed & dated	Approved by	Evidence
Raises awareness about carers within the organisation			

Financial Health

Criteria	Peer assessed, signed & dated	Approved by	Evidence
Provides on or offsite support (as appropriate to the individual) around debt, budgeting and financial arrangement			

Menopause Support

Criteria	Peer assessed, signed & dated	Approved by	Evidence

Displays and provides employees with information around menopause support services nationally and locally			
Domestic Abuse			
Criteria	Peer assessed, signed & dated	Approved by	Evidence
Provides employees with information around domestic abuse support services locally and nationally			
Demonstrates reasonable adjustments to work, supporting staff through incidents of Domestic Abuse			
Has senior managers that recognise the need to respond, and have empowered managers to act flexibly within the boundaries of the business			