



# **CHEPPING VIEW PRIMARY ACADEMY SCITT**

## **Trainee Wellbeing Policy**

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Written by	Hayley Rouse
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*At CVPA SCITT, we are committed to supporting the emotional health and wellbeing of our trainees.*

*We have a supportive and caring ethos and our approach is respectful and kind, recognising that each trainee is individual and their contribution is valued.*

*We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's business and that we all have a role to play.*

## **1. Aims**

This policy aims to:

- Support the wellbeing of all trainees to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all trainees
- Acknowledge the needs of trainees and how these change over time
- Allow trainees to balance their working lives with their personal needs and responsibilities
- Help trainees with any specific wellbeing issues they experience
- Ensure that trainees understand their role in working towards the above aims

## **2. Promoting wellbeing at all times**

### **2.1 Role of trainees**

All trainees are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other staff they may be working alongside
- Support other trainees if they become stressed, such as by providing practical assistance or emotional reassurance

- Report honestly about their wellbeing and let SCITT staff know when they need support
- Follow their placement school's policy on out-of-school hours working, including guidance on when it is and isn't reasonable to respond to communications
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

## **2.2 Role of Partnership Schools, alongside CVPA SCITT**

CVPA SCITT and Partnership schools have a shared responsibility to:

- Maintain positive relationships with their trainee and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their trainee
- Take any complaints or concerns seriously and deal with them appropriately using the placement school and/or SCITT policies
- Monitor workloads and be alert to signs of stress, and regularly talk to trainees about their work/life balance
- Make sure trainees are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance and take that into account during any appraisal or capability procedures
- Promote information about, and access to, external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with trainee if they're absent for long periods
- Monitor trainee sickness absence, and have support meetings with them if any patterns emerge
- Conduct return to work interviews to support trainees back into work

## **2.3 Role of CVPA SCITT Staff and Leaders**

CVPA Staff and Leaders are expected to:

- Lead in setting standards for conduct, including how they treat colleagues and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for trainees
- Monitor the wellbeing of trainees through regular surveys and structured conversations
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on trainees, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure trainee's roles and responsibilities documents are kept up-to-date, with clearly identified responsibilities and trainees being consulted before any changes are made
- Listen to the views of trainees and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all trainees to ensure they feel included and aware of any changes occurring within the partnership
- Establish a clear policy on out-of-school hours working, including on when it is and isn't reasonable for trainees to respond to communications, and provide clear guidance to all stakeholders
- Make sure that the efforts and successes of trainees are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that trainees can plan ahead and manage their workload
- Provide resources to promote trainee wellbeing, such as training opportunities
- Promote information about, and access to, external support services, and make sure that there are clear routes in place to escalate a concern in order to access further support

- › Organise extra support during times of stress, such as assessment points or key observations

## **2.4 Role of the Accounting Officer**

CVPA SCITT Accounting Officer: Mr Jon Mason ( [jmason@cvpa.school](mailto:jmason@cvpa.school) )

The Accounting Officer is expected to:

- › Make sure the SCITT is fulfilling its duty of care, such as by giving trainees a reasonable workload and creating a supportive work environment
- › Monitor and support the wellbeing of the SCITT Leaders
- › Ensure that resources and support services are in place to promote trainee wellbeing
- › Make decisions and review policies with trainee's wellbeing in mind, particularly in regards to workload
- › Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- › Ensure that trainees are clear about the purpose of any monitoring visits and what information will be required from them

## **3. Managing specific wellbeing issues**

CVPA SCITT will support and discuss options with any trainees that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by SCITT Staff and Leaders. This could be through:

- › Giving trainees time off to deal with a personal crisis
- › Arranging external support, such as counselling or occupational health services
- › Completing a risk assessment and following through with any actions identified
- › Reassessing their workload and deciding what tasks to prioritise

*At all times, the confidentiality and dignity of staff will be maintained.*

## **5. Links with other policies**

This policy is linked to our:

- Cause for Concern procedure
- Trainee code of conduct
- Attendance Policy
- Equality Policy

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