

This policy is effective in all Academies within the Learning without Limits Academy Trust and the Trust Central Team. Where the term 'Trust' is used in this policy, it covers all Academies and the Trust Offices. Where the term 'Principal' is used in the policy, it includes Executive

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| Flexible Working Policy | Sickness Absence Management |
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| V1.0 | February 2023 | AE | New Trust-wide version created based on the model policy provided by the Trust's HR Advisors Browne Jacobson. Policy review. Statement above updated to include the Trust Central Team. List of associated policies updated. Policy approved at Trust Board meeting 26th April 2024. |
| V1.1 | April 2024 | AE | Reference to "children" updated to "learners". In reference to Data Protection, 1.7 added. Point 6.2 Education Support Services, added. Section 7 |

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4.2. Mental health is a term used to describe our emotional, psychological and social wellbeing; it

6.1. The UK charity Education Support offer two free services for staff who work in education. Click [here](#) for more information on their website.

- for one off queries for all staff who work in the education sector
- talk to a qualified counsellor
- confidential and emotional support

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- available for Principals and Senior Leadership Teams
 - a safe space to process work life
 - work with a professional supervisor to develop coping strategies
 - receive 6 confidential & free 1-1 sessions via Zoom or telephone

7.1. To support the wellbeing of all staff, the Trust will provide wellbeing packages provided by the Schools Advisory Service as detailed below. You can also access this information on the [Trust website](#).

7.2.1. Emotional support and guidance for navigating bereavement of a loved one.

7.2.2. To access support, call 01773 814403 or email nurse@uk-sas.co.uk

7.3.1. Support for staff if they or their family are affected by a diagnosis of a chronic, long term condition.

7.3.2. To access support, call 01773 814403 or email nurse@uk-sas.co.uk

7.4.1. Confidential and individual therapy sessions including an initial assessment.

7.4.2. To access counselling, please [submit a request](#) or call 01773 814 402 Monday – Friday 8:30am – 4:30pm.

7.5.1. Appointments for medical support and advice with active NHS GPs. Click [here](#) to find out more.

7.5.2. To access the GP Service, please call 01773 447522. You will need to have the postcode of your Academy to hand.

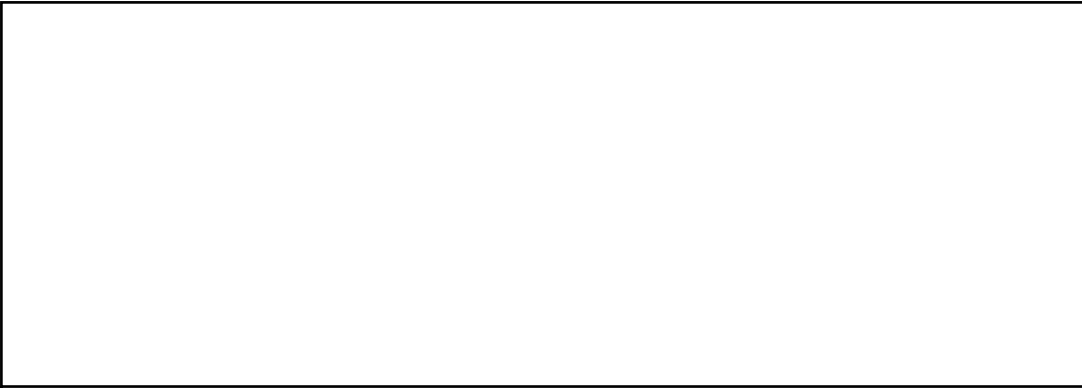
9.1.1. All staff should ensure that they are familiar with this policy and act in accordance with its aims and objectives. Staff should plan and organise their work to meet personal and organisational objectives and co-operate with support, advice and guidance that may be offered by line managers or the Trust's external HR provider. Anyone who experiences or is aware of a situation that may result in work-related stress or undermine mental wellbeing at work should speak to a manager or a mental health first aider.

9.2.1. All line managers have a responsibility to recognise potential issues of work-related stress or mental ill health in the staff they manage. They should seek HR advice in the event that they have concerns. All managers should provide support to staff by working with the Trust's external HR provider, internal HR support provided by the Trust and through making appropriate referrals to the Occupational Health Department. In particular, they need to:

- Promote a culture of open communication.
- Effectively plan and provide feedback on performance.
- Ensure that staff receive necessary training and support.
- Monitor workloads and reallocate work where necessary.
- Ensure that staff understand the standards of behaviour expected of them and others, and act on behaviour that falls below those standards.

9.3.1. The Trust will engage with their external HR provider to develop Trust-wide policies and procedures, to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of help0 g/4 (c)6 (t)-6 (a0 Td()TjEMC /LBoo

- 12.2. Once an issue affecting your health comes to the attention of your line manager we will discuss with you what steps can be taken to address that issue. Those steps may include any of the following:
- A review of your current job role, responsibilities, workload and working hours. Adjustments may be agreed to these, on a temporary basis and subject to further review, where appropriate.
 - Where it appears that stress has been caused by bullying or harassment, investigation under our Disciplinary and/or Grievance Procedures.
 - Referral for medical advice, treatment and/or a medical report to be provided by Occupational Health or any specialist or GP who has been treating you.
 - If you are on sickness absence, discussion of an appropriate return to work programme. Our Sickness Absence Policy may be applied.
- 13.1. If you are absent due to work-related stress or mental ill health, you should follow the sickness absence reporting procedure contained in your contract and our Sickness Absence Policy.
- 13.2. In cases of prolonged or repeated absence it may be necessary to apply the procedure set out in our Sickness Absence Policy.
- 14.1. There may be reasonable adjustments that can be made to your role if you are experiencing a mental health issue. These adjustments could be on a temporary basis or they could be permanent changes.
- 14.2. Your line manager will discuss any reasonable adjustments with you and should ask you to complete a Stress Risk Assessment. You may be referred for an Occupational Health appointment, if applicable.
- 14.3. Examples of the types of adjustments that can be considered are as follows:
- Changes to your physical working environment
 - Changes to your working pattern
 - Adapting the way our policies are applied
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