

LT2 Anti-Stress Policy

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Policy Level (Trust/School)	Trust	
Document Control		
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Our Learning Today Leading Tomorrow Multi-Academy Trust Vision

Vision

Our vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

Kindness – The quality of friendliness, generosity, and consideration

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience – The ability to recover quickly and learn from the difficulties we face

Respect – To appreciate the importance of understanding and admiration for others and self

Endeavour – The belief that hard work is needed to achieve something of which we can be proud

Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

1. Organisation and Responsibilities

1.1 Introduction

This policy applies to employees of the trust only. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The trust reserves the right to amend this policy at any time.

The trust is committed to protecting the health, safety and well-being and of all those who work for us and endeavour to maintain a working environment in which everyone treats one another with dignity and respect and is able to co-operate with and trust their colleagues.

The trust recognises that, whatever its source, stress can be a health and safety issue in the workplace and acknowledges the importance of a supportive environment and working culture and of identifying and reducing workplace stressors.

The trust is committed to a programme of action to make this policy effective and to bring it to everyone's attention. However, this policy can only be effective if everyone co-operates to achieve its aims.

1.2 Legislation

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Employment Rights Act 1996

Protection from Harassment Act 1997

Working Time Regulations 1998

Equality Act 2010.

1.3 Guidance under this Policy

The Head of HR is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

1.4 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained.

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

1.5 The Chief Executive Officer (CEO)

The CEO of Learning Today Leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

1.6 Headteachers

Headteachers of LT2 schools are responsible for:

- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance
- Identifying training needs
- Communicating this policy to all relevant people within the school
- Managing school-based teaching and associate staff under this policy

1.7 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

1.8 Other Employee Duties

All employees have a responsibility to:

- Comply with this policy and to co-operate with the schools' leadership and management on all matters relating to it
- Undertake any training recommended by their line manager

1.9 Related Policies and Procedures

- Capability Procedure
- Disciplinary Policy and Procedure
- Flexible Working Policy
- Grievance Policy and Procedure
- Managing Sickness and Absence Policy
- Wellbeing Policy

1.10 Review

This policy will be reviewed every three years.

These procedures have been agreed by the Board of Trustees, who will approve them whenever reviewed.

2. Managing stress in the workplace

2.1 What is stress?

Stress is the adverse reaction experienced in response to excessive pressures or demands. Stress is not an illness but, sustained over a period of time, it can lead to mental and/or physical illness.

There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when pressure becomes excessive it produces stress.

Pressures outside the workplace (whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries) can result in stress. They can also compound normal workplace pressures.

The Trust recognises that what triggers stress, and the capacity to deal with stress, varies from person to person. Individuals react to similar situations in different ways.

2.2 The Trust's obligations

The Trust has a legal duty to take reasonable care to ensure that the health of employee is not put at risk by excessive pressures or demands arising from the way work is organised.

This policy takes account of our obligations under the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998 and the Equality Act 2010.

2.4 Scope of the policy

2.4.1 Trust support

The Trust is committed to identifying, tackling and preventing the causes of work-related stress and to providing appropriate support and consideration to Staff suffering from stress, on a confidential basis where appropriate including but not limited to;

- Promoting a culture of open communication, participation and encouragement
- Through training, effective planning and allocation of workloads and ensuring feedback is provided on performance
- Using Staff development, Staff support systems and policies reflecting current good practice to help Staff understand and recognise the causes of stress and to address work-related stress and the impact of external stressors at work

- Providing a workplace free from harassment, bullying and victimisation
- Addressing violence, aggression and other forms of inappropriate behaviour through disciplinary action
- Ensuring risk assessments include or specifically address workplace stress
- Maintaining an appraisal process to ensure the suitability of workloads, supported by a capability procedure
- Facilitating requests for flexible working where reasonably practicable in accordance with our Flexible Working Policy
- Following comprehensive change management procedures
- Providing support and services, such as occupational health/ counselling, for Staff affected by or absent by reason of stress

2.4.2 Management support

Recognition of stress as a genuine problem requires management support and action. Those working at management and supervisory level have a specific responsibility to:

- Participate in the culture of open communication and encouragement
- ensure that the Staff they manage receive training
- effectively plan and allocate workloads and provide feedback on performance
- Monitor workloads and reallocate work where necessary

2.4.3 Staff responsibilities

All members of Staff are responsible for the success of this policy and must ensure that they:

- Familiarise themselves with the policy and act in accordance with its aims and objectives;
- Plan and organise their work to meet personal and organisational objectives;
- Speak to their Line Manager if they experience or are aware of a situation that may lead to a stress problem.
- Co-operate with support, advice and guidance they may be offered by their Line Manager.

2.5 Sources of support

The Trust Occupational Health provider and Employee Assistance Program are there to support staff with stress in a variety of ways including Supporting with returning to work from absences caused by stress and providing confidential guidance and support on potential professional and personal stressors.

2.6 Resolving cases of stress at work

If an employee believes that they are suffering from stress they should discuss this with their Line Manager or Headteacher. If they feel unable to do so they should contact the Head of HR.

Once an issue affecting an employee's health comes to the attention of one of the above, steps will be taken by the Trust to address that issue. Those steps may include any of the following:

- A workload review, reallocation of work, monitoring of future workload or possible redeployment;
- Where appropriate, investigation under our Disciplinary and/or Grievance policies and procedures;

- Referral for medical advice and/or a medical report to be provided by the Occupational Health Provider or the GP (and any medical specialist) treating the member of staff concerned;
- If an employee is absent for work due to stress, discussion of an appropriate return to work programme.

The Occupational Health provider will continue to be used appropriately to help Staff overcome problems associated with work-related stress as well as other stresses and the impact that has on their ability to do their duties.

2.7 Absence due to stress

If an employee is absent due to stress they should follow the sickness absence reporting procedure contained in our Sickness Absence Policy.

2.8 Confidentiality

Confidentiality is an important part of this policy. Every member of staff is responsible for observing the high level of confidentiality that is required, whether they are suffering from stress, supporting a colleague who is suffering from stress or because they are otherwise involved in the operation of a policy or procedure dealing with stress.

Breach of confidentiality may give rise to disciplinary action in accordance with the Trust's Disciplinary Policy and Procedure.

However, there are occasions when matters reported by a member of staff suffering from stress may have to be put to third parties. For example, where duties need to be reallocated within a team or where, as the result of reported bullying or misconduct, a disciplinary investigation and/or proceedings take place. If this is the case, matters will be discussed with the member of staff concerned before any action is taken.

The Trust will monitor the development and dissemination of good practice, the recognition of the symptoms of stress, awareness of and effectiveness of this policy to ensure it is achieving its stated objectives.

Appendix A - Signs of Stress

Work performance	Conflict and emotional signs
<ul style="list-style-type: none"> • Declining/inconsistent performance. • Uncharacteristic errors. • Loss of motivation/commitment. • Lapses in memory. • Increased time at work. • Lack of holiday planning/usage. 	<ul style="list-style-type: none"> • Crying. • Arguments. • Undue sensitivity. • Irritability/moodiness. • Over-reaction to problems. • Personality clashes.
Withdrawal	Aggressive behaviour
<ul style="list-style-type: none"> • Arriving late to work. • Leaving early. • Absenteeism. • Reduced social contacts. 	<ul style="list-style-type: none"> • Malicious gossip. • Criticism of others. • Bullying or harassment. • Temper outbursts.
Other behaviours	Physical signs
<ul style="list-style-type: none"> • Difficulty relaxing. • Increased consumption of alcohol. • Increased smoking. • Lack of interest in appearance/hygiene. • Accidents at home or work. 	<ul style="list-style-type: none"> • Nervous stumbling speech. • Sweating. • Tiredness/lethargy. • Upset stomach/flatulence. • Tension headaches. • Rapid weight gain or loss.