

Stress Management Policy

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4. Responsibilities

4.1. Line managers and/or Headteachers will:

- Conduct and implement recommendations of risks assessments within their jurisdiction;
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Ensure staff are fully trained to discharge their duties;
- Ensure staff are provided with meaningful developmental opportunities;
- Utilise the annual appraisal process to discuss workloads to ensure that people are not overloaded;
- Utilise the annual appraisal process to discuss working hours and overtime to ensure that staff are not overworking;
- Attend training as requested in good management practice and health and safety;
- Ensure that bullying and harassment is not tolerated within their jurisdiction, as per the Dignity at Work Policy;
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation

4.2. Employees will:

- Take responsibility for effective self-management of stress, wherever possible;
- Raise issues of concern with the identified Safety Representative, line manager or Human Resources to ensure preventative/early intervention action can be taken;
- Accept opportunities for counselling when recommended.

4.3. Trustees will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety, in conjunction with the local governing body, Headteacher and senior leadership team of an academy.