



# CAWOOD CHURCH OF ENGLAND VA PRIMARY SCHOOL

## Stress Management Policy

Document Status			
<b>Date of next review</b>	November 2020	<b>Responsibility</b>	Teaching and Learning Committee
<b>Date of Policy Creation</b>	November 2014		
<b>Date of Policy Adoption by Governing Body</b>		<b>Responsibility</b>	Chair of Teaching and Learning
Reviewed 1.10.18		<b>Signed</b>	
<b>Method of Communication</b>			
Website, Server			

### Status of policy:

- Status of Policy: Implemented on 10<sup>th</sup> November 2014
- *To be used in conjunction with [A guide to managing stress and wellbeing](#)*

## Stress Management Policy

### Introduction

1.0 Cawood CE Primary School is committed to the maintenance and improvement of employee health and well being. We will therefore promote a positive workplace culture that seeks to minimise the harmful effects of stress, provides effective support for all staff and helps each individual to achieve an appropriate work-life balance.

### Background

2.0 Stress occurs when the demands placed upon an individual, either directly or in relation with others, exceed their perceived ability to meet or cope with those demands. It can seriously impair an employee's health and their ability to contribute fully to the needs of the organisation.

2.1 As a responsible employer and in recognition of our legal responsibilities, we must all take a positive and understanding approach to the management of stress in line with current best practice.

2.2 We also recognise the importance of integrating our approach to stress management with other policies. This includes:

- NYCC Corporate Health and Safety Policy
- Attendance Management and the development of associated support services
- Resolving Issues at Work Policy
- Employee assistance programmes e.g. Staff Care Network
- Performance Management and staff development processes and the overall management of change
- Causes of stress outside the workplace can also have a detrimental effect and the way we help employees achieve an appropriate work-life balance is therefore particularly important

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## **Aims**

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- 3.0 A rolling programme of action has been introduced to ensure that all practicable measures are taken to manage stress, including in particular:
- an overall school ethos which values each individual
  - potential causes of stress are identified in any risk assessments
  - appropriate support for those suffering from work related stress
  - ongoing monitoring of resources and workload
  - the development of a programme of education for managers and employees on stress, causes, prevention and management (see Managing Stress for Managers Module)
- 3.1 Individuals should expect that any issues raised will be taken seriously and that information they disclose will be treated with respect and confidentiality.

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## **Responsibilities**

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- 4.0 The Headteacher and Governing Body are responsible for ensuring that the policy is fully implemented.
- 4.1 All staff are responsible for ensuring that potential causes of stress at work are identified and managed, that work-life balance issues are recognised and that work life balance strategies are explained and that any adverse effects of stress are identified. Appropriate remedial action should be taken as early as possible, including consideration of new ways of working and other alternatives.
- 4.2 All employees should be made aware of the information and training materials developed regarding the causes and symptoms of stress and the early warning signs to identify stress in themselves and others. This includes initial discussions with their manager and/or specialist support services as appropriate and cooperation with the advice and guidance they may be given.

This policy will be reviewed according to the policy review schedule.

This policy should be used in conjunction with:

- A guide to Managing Stress and Wellbeing
- NYCC Corporate Health and Safety Policy

