QUEST TRUST
Supporting Young People from Early Years to Employment

Health & Wellbeing Information





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QUEST is committed to improving staff members' working lives and promoting health and wellbeing in the workplace.

We will support staff to make positive choices for their own wellbeing and encourage a collegiate culture across and between all roles within QUEST.

The Health and Wellbeing Information applies to all employees within QUEST and reflects our commitment to promote attendance and performance in the workplace.

What do we mean by wellbeing?
The World Health Organisation defines good mental health as: "A state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own community."

QUEST is committed to publishing and implementing a series of wellbeing objectives as part of our wellbeing offer.

The strategy aims to improve health and wellbeing and provides a framework for our activity in relation to it.

Summary

The most valuable asset the Trust has, and the key resource in enabling this vision to become a reality, is our employees. Our people are central to everything we do. We are committed to a working environment where colleagues feel supported, respected and able to thrive.

Evidence suggests that an active commitment to improving the health and wellbeing of employees will promote a healthier and more engaged workforce resulting in positive outcomes for the individual, the Trust, its pupils/students and ultimately the wider community.

QUEST is committed to improving the working lives of its employees and promoting health and wellbeing in the workplace. The link between positive health and wellbeing in the workplace and improved business outcomes is well known.

Skilled and motivated employees who are in good health and feel positive about themselves and their work environment are more likely to accomplish tasks with energy and enthusiasm.

This commitment to health and wellbeing will promote attendance and performance and provide a safe and healthy working environment where employees feel valued and supported.

This in turn will encourage employees to promote the Trust and Schools' values and adopt the following behaviours:



A vision for health and wellbeing

Our Vision

> **"One Trust, One Voice, One Goal"**

Our Values exemplifies the Trust's commitment to all who work and learn here, delivering high quality and high equity. We invest in QUEST people who are curious, deliver a difference, and are ambitious for the young people they serve.

https://www.gov.uk/government/publications/five-ways-to-mental-wellbeing

Our Aims

Our aim is to improve the health and wellbeing of all who work for QUEST.

It sets out an overarching, co-ordinated framework for the activities related to health and wellbeing and will help us to:

- Improve the health and wellbeing of all employees so that they can continue to deliver high standards of service to our pupils, students, families and communities.
- Have a workforce who are positive in their employment role.
- Ensure that our leaders and changing workforce have the energy to enable them to do their job well.
- To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.
- To improve staff development, co-operation and teamwork by creating effective leaders.
- To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

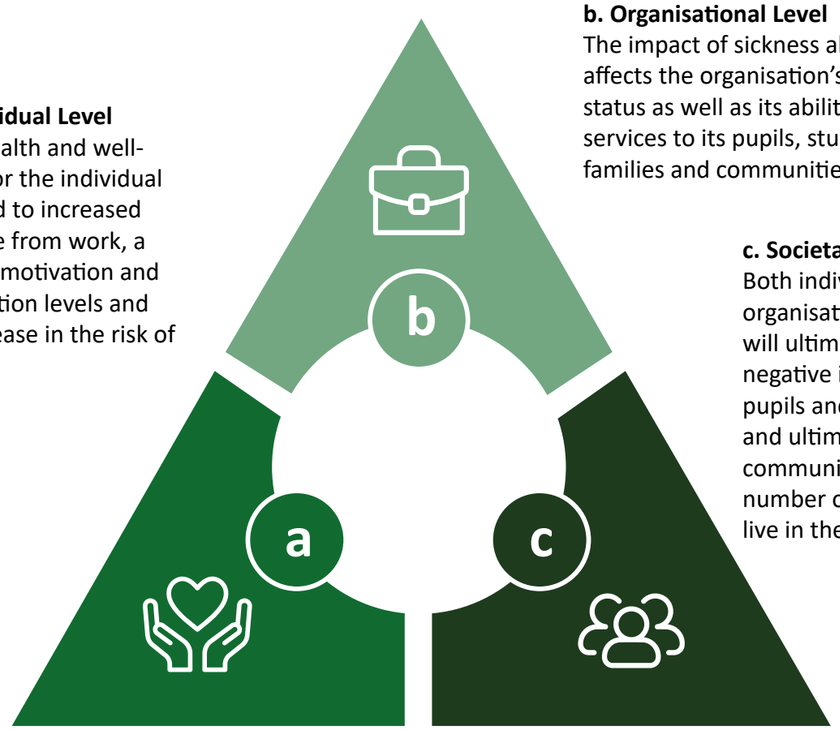
This is achieved through a series of actions which include:

- Providing suitable resources to health and wellbeing plans and activities.
- Promoting equality of opportunity and work life balance.
- Developing managers' competencies and behaviours to support health and wellbeing needs.
- Recognising and rewarding good performance.
- Involving and empowering people.
- Measuring performance and continually improving the way we do things.

Introduction to the strategy and our priorities

QUEST has considered both work related and lifestyle factors. Within these inter-related factors, complementary interventions will focus on prevention, promotion, early intervention and rehabilitation. Poor health and wellbeing can impact at three levels.

a. Individual Level
Poor health and well-being for the individual can lead to increased absence from work, a drop in motivation and satisfaction levels and an increase in the risk of injury.



b. Organisational Level
The impact of sickness absence affects the organisation's financial status as well as its ability to deliver services to its pupils, students, families and communities.

c. Societal Level
Both individual and organisational "ill health" will ultimately have a negative impact on the pupils and students we serve and ultimately the wider community given the large number of employees who live in the local areas.

QUEST recognises that there are a number of factors that impact on employee health and wellbeing. These include work related factors as well as those connected to the lifestyle choices we make.

Work related factors include things such as the working environment. Lifestyle factors include choices people make about diet, smoking, drinking alcohol and the level of physical activity undertaken. Lifestyle choices can also be influenced by socioeconomic factors.

Responsibilities for implementing Staff Wellbeing

To support the wellbeing of our staff Trust priorities are:

Language	to be mindful of the language we use to talk about mental health at all times
Communication	to encourage individuals to communicate their needs and concerns
Relationships	to promote good relationships between staff through training and staff sessions
Kindness	to promote the importance of treating people as we would want to be treated ourselves
Tolerance	to tolerate the different ways people think and act, providing our goal of ensuring good outcomes for pupils is not affected.
Respect	for how a staff member may want to manage their own mental health or general health, providing this doesn't impact on the safeguarding of our pupils.
Harmony	to promote ways of being with each other, including times when opinions differ, or when a person becomes upset with another.
Equality	to ensure all staff have an equal right to well-being in the workplace
Trust	to develop a supportive process in which staff can trust each other
Empowerment	to ensure staff members feel part of the decisions which affect them. This includes consultation on key decisions which affect individual staff, including policies and a genuine right to reply and appeal on decisions which may have an adverse effect.
Balance	to recognise the demands of workload on staff and to find ways to ensure a good balance over a school year, between work that is necessary for good outcomes for pupils and time to enjoy when not at work.

Staff will:

01 Treat colleagues and others they interact with during the course of their work with fairness, consideration and respect.

02 Take responsibility for their own health and wellbeing as far as is practically possible.

03 Co operate with the school's efforts to implement the Staff Wellbeing strategy, attending briefings and raising their own awareness of the causes and effects of stress and poor wellbeing.

04 Take ownership of setting out their own development plan and discussing this, as appropriate, with their line manager, as one of the means to enable them to work effectively in their team and reduce the risk of stress.

05 Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.

06 Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing.

07 Will act in a manner that respects the health and safety needs of themselves and others whilst in the workplace and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or colleagues.

08 Will make themselves aware of all the relevant school policies e.g. Capability, Staff attendance, health and safety.

Support Mechanisms

Mental Health First Aiders and Health and Wellbeing Champions

QUEST recognises that it is important for the staff to have a named person to maintain the importance of mental health issues and to champion their interest.

The role includes promotions of wellbeing materials; being a 'listening ear'; acting as a signpost for other services or professionals, relaying ideas and information to senior leaders that could further improve wellbeing in school; having oversight of school improvement plans to ensure that mental health promotion has a key place; help to reduce barriers to mental health in school by promoting positive language in relation to mental health.





ONE QUEST – Staff Wellbeing and Appreciation

At QUEST, we want every colleague to feel valued, supported and connected. Our wellbeing offer brings together practical information, opportunities for recognition and activities that support physical and mental health across all our sites.

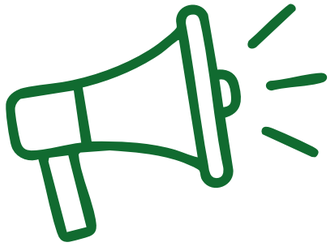
ONE QUEST SharePoint

ONE QUEST is our shared staff SharePoint space, bringing together wellbeing information, resources and updates in one accessible place. Staff can find information on healthy eating, physical and mental health, our monthly wellbeing themes, QUEST values and staff appreciation.



Staff shout-outs and appreciation

Our staff shout-outs celebrate colleagues across all roles and sites. They provide an opportunity to thank someone for their kindness, recognise their contribution and share examples of our QUEST values in action. Every role contributes to the experience and opportunities we provide for children and young people, and we want those contributions to be recognised.



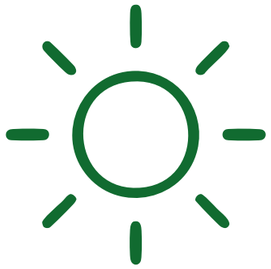


Termly wellbeing hampers

A wellbeing hamper is provided each term as a gesture of appreciation, encouraging colleagues to take a moment for themselves and enjoy a wellbeing boost.

Wellness Day – time for you

QUEST offers an additional day of leave, known as a Wellness Day, to support staff health and wellbeing. This provides time to focus on personal wellbeing, rest or an activity that helps colleagues recharge. Requests should follow the Trust's agreed booking and approval arrangements.





EAP

QUEST purchases Employee Assistance Programme (EAP). This is a free, confidential service and is available 24 hours a day, seven days a week. Further information on this service is available from the Trust HR Business Partner.

Monthly wellbeing themes

Each month, we focus on a different aspect of health and wellbeing. Information is shared through ONE QUEST and themed boards in staffrooms, covering topics such as mental health, cancer awareness and other health campaigns. These provide practical information, encourage supportive conversations and signpost colleagues to further help.





Interventions and activities for improving health and wellbeing

QUEST uses a number of interventions and approaches to help improve the health and wellbeing of our employees including:

01 Prevention

The prevention element focuses on the management of health in the workplace and reducing the risk of injury or illness.
Areas of activity will include policies and procedures, information and training and employee engagement.

02 Promotion

We promote staff health and wellbeing through regular information, shared activities and opportunities to connect. Updates are available through ONE QUEST SharePoint and monthly staffroom theme boards, covering healthy eating, physical and mental health, awareness campaigns and our QUEST values. Staff shout-outs, termly wellbeing hampers and our additional Wellness Day complement this support.

03 Occupational Health Service

A proactive and inclusive Occupational Health Service has also been established.

04 Rehabilitation

Covering medical, functional and vocational interventions, this will involve collaboration between the Trust Business Development Department, health and safety and occupational health provision.
The aim is to restore the individual to a productive and independent state. Areas covered will include early intervention, case management, workplace rehabilitation and workplace adaptations.

05 Occupational Health Provision

Proactive, comprehensive and timely provision will provide a critical function in ensuring high levels of health and wellbeing among workers. Occupational health data will feed into prevention and promotion activity.

06 Health and Safety Management

The health and safety management is a continuous cycle covering policy, organising, planning and implementation, measuring and reviewing performance.

Our responsibilities, your responsibilities

QUEST will	Employees will
1. Enable leaders to go beyond endorsement and become actively involved in health and wellbeing programmes; 2. Embed a positive culture of health and wellbeing throughout the Trust which is aligned to schools objectives; 3. Promote a working environment that ensures people are treated with dignity and respect and; 4. Create effective communication channels to ensure employees are consulted and informed of health and wellbeing initiatives; 5. Continue to adopt Trust policies and provide clear guidance regarding time off for public or trade union duties, or for personal reasons. For further information refer to the Leave of Absence Policy; 6. Actively promote new and innovative ways of reducing workload while not impacting pupil achievement and the school's performance; 7. Make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work; 8. Create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness; 9. Foster a supportive work environment, operating in a fair and consistent manner.	1. Take ownership of their own health and wellbeing; Build emotional resilience; Co-operate with health and wellbeing advice and guidance, and take part in relevant initiatives; 2. Treat others with dignity and respect, in line with the Trust's values and code of conduct and; 3. Make themselves aware of the Trust policies on Appraisal & Capability, Bullying and Harassment, Staff absence etc; 4. Assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues; 5. Ask their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads; 6. Report any significant incidents that affect health and wellbeing; 7. Identify opportunities for development and take advantage of those offered by the school; 8. Apply for leave of absence in advance and be honest about sickness absence leave.

Measuring the success

By implementing this strategy, we will monitor:

- Sickness absence rates, in particular:
- Mental health and stress related absence;
- Musculoskeletal disorders;
- The number of people feeling stressed as part of their job;
- Cost of sickness;
- Staff feedback;
- Work life balance;
- Confidence in seeking support;
- Whether colleagues feel valued.

We will also monitor:

- Employee satisfaction and engagement levels;
- Increased work-life balance;
- Improvements in individual and service performance; leading to improved outcomes for our pupils/ students.





