



QUEST TRUST
Supporting Young People from
Early Years to Employment

HEALTH AND WELLBEING INFORMATION

Supporting Young People from Early Years to Employment





QUEST is committed to improving staff's working life 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."

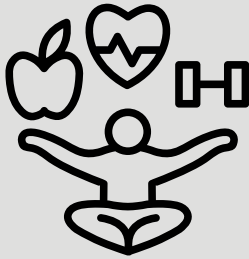
QUEST is committed to publishing and implementing a series of wellbeing objectives as part of our wellbeing offer.

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

Employee Health and Wellbeing Information

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Summary



The most valuable asset the Trust has, and the key resource in enabling this vision to become a reality, is our employees. It is essential we ensure our employees are fit and healthy to deliver our vision.

Evidence suggests that an active commitment to improving the health and wellbeing of employees will promote a healthier and 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:

- Confidence
- Putting people first
- Efficient and business like
- Always keen to do better
- One team



Our Vission

“One Trust, One Voice, One Goal”

Our Spirit of Purpose 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 includes:

- 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.





Induction to the Trust 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 social economic 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 having 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 a 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 affect.
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:

- Treat colleagues and others they interact with during the course of their work with fairness, consideration and respect.
- Be liable for their own health and wellbeing as far as is practically possible.
- Co-operate with the school's efforts to implement the Staff Wellbeing Policy, attending briefings and
- raising their own awareness of the causes and effects of stress and poor wellbeing.
- 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.
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate and helping to avoid causing stress to their colleagues.
- 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.
- 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.
- Will make themselves aware of all the relevant school policies e.g. Capability, Staff attendance, health and safety.



QUEST has a number of support mechanisms in place, these include:



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 well-being 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.

Staff App

Health and wellbeing support advice and information is regularly posted on the staff app. Information includes positive mental health strategies, signposts to other agencies which offer support, plus information on health, fitness, mindfulness and meditation.

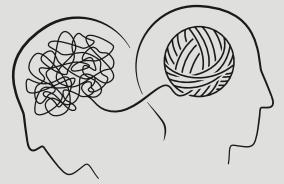


EAP

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's HR Officer.



Intervention 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:

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.

Promotion - Positive health promotion requires the combined effort of the employer, employees and society to improve health and well-being at work. Information is regularly updated to the staff app.

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

Rehabilitation - Covering medical, functional and vocational interventions, this will involve collaboration between the Trust BusinessDevelopment Department, health and safety and occupational health provision

In order to restore the individual to a productive and independent state. Areas covered will include early intervention, case management, workplace rehabilitation and workplace adaptations.

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.

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



We stand by each other like family and stand united in our uniqueness.



Our responsibilities, your responsibilities

Whilst QUEST will offer the resources and information to promote employee health and wellbeing, achieving good physical and mental health is also the responsibility of every employee.

QUEST will	Employees will
Enable leaders to go beyond endorsement and become actively involved in health and wellbeing programmes; Embed a positive culture of health and wellbeing throughout the Trust which is aligned to schools objectives; Promote a working environment that ensures people are treated with dignity and respect and; Create effective communication channels to ensure employees are consulted and informed of health and wellbeing initiatives; 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; Actively promote new and innovative ways of reducing workload while not impacting pupil achievement and the school's performance; Make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work; 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; Foster a supportive work environment, operating in a fair and consistent manner.	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; Treat others with dignity and respect in line with Trust values and code of conduct and; Make themselves aware of the Trust policies on Appraisal & Capability, Bullying and Harassment, Staff absence etc; 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; 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; Report any significant incidents that affect health and wellbeing; Identify opportunities for development and take advantage of those offered by the school Apply for requests for leave of absence in advance and be honest about sickness absence leave.

Measuring the success



By implementing this strategy, we will see a decrease in:

- 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.

Success will see an increase in:

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



TRUST DETAILS

Registered Address: QUEST, 682 Atherton Road, Hindley Green, Wigan, WN2 4SQ



ST. PETER'S
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DfE Number: 359/3366



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DfE Number: 359/3364



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DfE Number: 359/3360



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PLAY PALS
Childcare Limited

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QUEST TRUST
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Thank You

Should you have any queries or require support please do not hesitate to contact us.

Contact Information :

 01942 834000

 www.quest-trust.org.uk

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