

Greenshaw Learning Trust **Staff Wellbeing and Personal Safety Policy Statement**

Policy Title	GLT Staff Wellbeing and Personal Safety Policy Statement	
Category	Trust Policy	
Responsible Officer	Director of People	
Approved on	01 January 2025	
Minor technical or operational updates made	Name	Date
Review Cycle and next approval date	5 Years January 2030	
Monitoring arrangements	This policy will be reviewed every 5 years, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.	
Associated Policies Internal Policy Library Published GLT Policies <i>For school policies please visit the school website</i>		
This Policy is based on or takes into account the following legislation and guidance		

Policy Statement: Staff Wellbeing and Personal Safety

Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means a Trustee or Community Governance Committee (CGC) member.
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Scope & Applicability

- It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.
- If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.
- Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors
- This is a Trust Policy. The GLT Board of Trustees has approved a set of Trust-wide policies and procedures. A Trust-wide policy/procedure is a single policy/procedure that must be followed by all schools and services in the Trust.

Introduction and Policy Statement

Greenshaw Learning Trust is committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future. We encourage close links with parents and the community and believe that students benefit when the relationship between home and school is a positive one. We strive to make our schools a place where students learn the behaviours we expect, demonstrated by adults as role models.

We therefore place a high value on good manners, positive communication, and mutual respect and we expect parents and other visitors to behave in a reasonable way towards members of school and shared service staff.

All staff have the right to work without fear of violence and abuse, and the right to protect themselves if required. In an extreme case this includes appropriate self-defence.

We consider that aggressive, abusive or insulting behaviour or language from a parent/visitor presents a risk to staff or students.

Definition of unacceptable behaviour

Unacceptable behaviour is behaviour that makes a member of staff or student feel threatened. This can be through face-to-face contact, on the telephone or in written communication (including email and social media). It can be cumulative or a serious one-off incident.

Examples of unacceptable behaviour:

- insults used as an attempt to demean, embarrass or undermine
- Threats
- raising of voice to an extent or degree that is intimidating
- physical intimidation, e.g., invading personal space by standing very close or the use of aggressive hand gestures
- use of foul or abusive language
- any kind of physical abuse or hostile physical contact
- vexatious or malicious allegations (particularly though not exclusively using social media)
- Spitting
- racist, sexist, homophobic, negative transgender or otherwise unlawfully
- discriminatory comments
- breaching the academy's security procedures
- covertly recording conversations and/or sharing recordings without consent
- persistent and unreasonable email contact to a degree that can be construed as harassment
- persistent refusal to follow procedures or accept sanctions such as those imposed as a result of prior unacceptable behaviour

Staff who face these situations have licence to end any conversation (face to face or on the telephone) and may in some cases inform the Police and/or take legal advice.

Approach to dealing with incidents

If a parent/carer/visitor behaves in an unacceptable way towards any member of the school academy community, the Headteacher or appropriate senior member of staff will assess the level of risk before deciding on a future course of action. The course of action will be reasonable and commensurate with the assessed level of risk.