

POLICY ON STRESS IN THE WORKPLACE

POLICY STATEMENT

Napier Girls' High School is committed to promoting a healthy and safe work environment for its staff. It provides a programme of activities aimed at reducing stress, and a reporting and assessment procedure to ensure that all reports of stress are investigated and acted upon where appropriate.

PURPOSE

- a. To promote a healthy workplace by implementing a programme of activities aimed at reducing stress.
- b. To ensure that potential and existing stressors in the workplace are identified, and addressed where practicable.
- c. To raise awareness amongst all staff of the negative effects of stress, and to provide a procedure for reporting stress suffered by themselves or others.
- d. To ensure reports of stress are properly investigated and acted upon.

GUIDELINES

1. Each year, a programme of initiatives to highlight awareness of stress and to reduce negative effects where possible will be implemented. The programme will be developed by the Principal and staff representative on the Board of Trustees in consultation with all staff.
2. A reporting procedure (see attached procedure) will be publicised to all staff, for the purposes of reporting stress in themselves or others.
3. The Principal or her delegate will investigate reports of stress and respond in writing.
4. If the report involves the Principal, the staff representative on the Board will receive the report and it will be investigated by the Board Chairman.

PROCEDURE FOR REPORTING STRESS IN THE WORKPLACE

1. If concerns about stress in the workplace arise, staff should report these concerns to the Principal. A written report is preferable, but oral notification by the staff member or a concerned colleague will also be investigated.

If the Principal is perceived to be causing the stress, the report will be made to the staff representative on the Board of Trustees.

2. The Principal or her delegate will investigate the facts of the report by:
 - a) assessing what the staff member means by stress and how long it has been going on. This will involve speaking with the person concerned, and may involve speaking with other staff, family members and medical personnel with the staff member's permission.
 - b) considering, and where possible arranging medical reports, which need to be specific about the stress being suffered.
 - c) assessment of what work factors may have led to the stress being experienced by the staff member, and whether outside factors could be the cause of, or contributing to the stress.
3. On completion of the investigation, the Principal must decide
 - a) whether there is genuine stress
 - b) whether it is work-related.

This enquiry should be carried out with an open mind and be the subject of a written report to be discussed with the staff member.

4. Where it is accepted the stress is in part or wholly due to work-related issues, possible solutions need to be discussed, and where practicable, available and affordable, should be implemented by agreement between the Principal and staff member.
5. Where it is ascertained that the stress is partly or wholly caused by out-of-work or personal factors, the Principal may have the opportunity to offer assistance with non-work issues and support for the staff member from within the school community.
6. The solutions agreed in 4) should be recorded in writing and monitoring should occur to check whether or not the solutions are occurring. The monitoring should involve input from the staff member concerned as well as ongoing medical reports where appropriate and agreed.

NB If the reported concerns about stress involve the Principal (as stressor or stessee), the report should be made to the staff representative on the Board of Trustees. The Board Chairman will receive the report and investigate as in 2-6 above.