



SENDAT STAFF WELLBEING DAY POLICY AND PROCEDURE

This policy is reviewed biennially by the
Provision, Standards and Attainment (PSA) Committee.

To be read in conjunction with but not limited to:

- Staff Discretionary Leave of Absence policy and procedure
- SENDAT Staff Mental Health and Wellbeing policy

and other relevant policies and procedures

History of Document

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SENDAT Staff Wellbeing Day Policy and Procedure

1. STATEMENT OF INTENT

- 1.1 SENDAT is a Multi Academy Trust specialising in the care and education of young people with Special Educational Needs and Disabilities. This policy should be considered in the light of this context and the complexity of need that is accommodated within the Trust and its constituent Schools / Alternative Provisions (APs).
- 1.2 The SENDAT Board of Directors recognises the entitlement of a work/life balance for all staff colleagues as established in their terms and conditions of working. Consequently, this policy has been workload impact assessed (see Appendix 2) and SENDAT Schools/APs will organise all activities relating to this policy within normal working hours.
- 1.3 The SENDAT Board of Directors is committed to ensuring that this policy is applied in a way that is fair and non-discriminatory.

2. PURPOSE AND PRINCIPLES

- 2.1 The Trust's Board of Directors is committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all staff colleagues. It is recognised that taking action to prevent ill health and promote good health is part of the employer's duty of care. It also makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise student progress.
- 2.2 As part of its commitment to promoting positive mental, physical and emotional wellbeing, the SENDAT Board of Directors will offer every permanent employee the opportunity to request one day paid leave of absence in every academic year as a 'wellbeing day'.



3. SCOPE

- 3.1 This policy and procedure applies to all employees who have a permanent contract of employment with SENDAT central team and/or one of its constituent Schools / Alternative Provisions (APs).
- 3.2 The opportunity to take a 'wellbeing day' as paid leave of absence is not a contractual entitlement and it will not become incorporated into contracts of employment as either an express or implied term.
- 3.3 The opportunity for permanent members of staff to take one day's leave of absence as a 'wellbeing day' is a discretionary benefit which will be reviewed annually by SENDAT Directors.

4. PROCEDURE

- 4.1 Each employee should request paid leave of absence for a 'wellbeing day' by completing a leave of absence request (LOA) form (see Appendix 1).
- 4.2 No further explanation is required with regard to how the employee intends to spend their 'wellbeing day', although employees are strongly recommended to use the day for an activity which promotes their own individual health and wellbeing.
- 4.3 A request for paid leave of absence for a 'wellbeing day' should be made giving reasonable notice, normally a minimum of two working weeks.
- 4.4 The completed form should be submitted to the Headteacher / Head of School (school-based staff) or the Line Manager (central Trust staff) for authorisation.
- 4.5 Authorised LOA forms should be forwarded to the SENDAT HR team as email attachment. email: hr@sendat.academy.
- 4.6 There is no provision in this policy and procedure to carry forward a 'wellbeing day' to the following academic year. For avoidance of doubt, this means that if a 'wellbeing day' is not taken in any academic year, for any reason, it cannot be carried over.

5. RESPONSIBILITIES

- 5.1 **Trust Leadership Group (TLG):** It is the responsibility of the authorising Manager to ensure that requests for 'wellbeing days' are managed in a way that does not cause a detriment to students or an unacceptable increase in the workload of staff colleagues who may have to provide cover.



5.2 Individual employees: It is the responsibility of the employee making a request for leave of absence for a 'wellbeing day' to provide cover work (teachers) and/or work with staff colleagues to ensure that cover is provided for meetings and/or other commitments.



APPENDIX 1

LEAVE OF ABSENCE / ANNUAL LEAVE REQUEST

Before making this request, please:

- Read the SENDAT Staff Leave of Absence policy and procedure;
- Discuss any cover requirements which may be required with colleagues affected;
- Ensure any relevant teaching/lesson notes or other documents are available.

NAME:	
POST:	
DATE(S):	From: To: Total number of working days:
TIMES: *Delete as applicable	*All day or *From: To:
COVER REQUIRED:	Insert details of lessons / breaks / other responsibilities requiring cover:
REASON FOR REQUEST:	Please forward any relevant appointment documentation with this form.
SIGNED:	

PLEASE FORWARD THIS FORM TO YOUR HEADTEACHER / HEAD OF SCHOOL/AP or HEAD OF DEPARTMENT (Central Trust team) for authorisation.

YOUR REQUEST IS:	
APPROVED WITH PAY	
APPROVED WITHOUT PAY	
NOT APPROVED	Please give reason(s)



Signed and dated:	
PRINT NAME and JOB TITLE:	

Please forward a copy of the completed form to hr@sendat.academy



APPENDIX 2

WORKLOAD IMPACT ASSESSMENT CHECKLIST

CHECKLIST	YES/NO
This policy complies with and is consistent with the contractual entitlements of all staff colleagues affected by this policy, either directly or indirectly.	Yes
This policy and any related procedures was introduced following full consultation with staff and recognised TU representatives.	Yes
This policy and any related procedures include a specific statement regarding workload impact.	Yes
The impact of this policy and related procedures is that they have not added additional hours of working.	Yes
This policy does not duplicate any other existing SENDAT policy.	Yes
All policies are regularly reviewed in order to assess whether they are outdated and/or unnecessary.	Yes
All SENDAT Schools / APs have identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	Yes
All staff colleagues affected by this policy will be trained where necessary to ensure the policy and any related procedures will not increase workload to an unacceptable level.	Yes
This policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	Yes