



health and well being in schools

Phoenix Toolkit

2020

Please decide at what level you meet the criteria and then fill in the school evidence box with as much evidence as you see fit to prove that you meet the standard. The guidance and possible evidence box is there to help you, but if you feel there are other ways you can show it then please do include them too. Reference any appendices and attach them to the email.

We have a manageable and appropriate workload		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
<p>Is appropriate PPA time given?</p> <p>Are staff meetings for an appropriate amount of time?</p> <p>Is time provided for leading core subjects or other areas of responsibility?</p>	<p>Examples of release and duty timetables</p> <p>Use of HLTA's</p> <p>Staff meeting timetables</p> <p>Survey data</p>	<p>Allocated timetables and staffing structure, giving responsibilities and roles. Subject leaders time allocation, CPD timetable. <i>See Appendix 4.</i></p> <p>QA Calendar, whole school calendar, meetings are now held virtually. <i>See Appendix 3.</i></p> <p>Staff are allocated time off timetable to complete responsibilities and to observe lessons.</p> <p>NTW Report and highlighted areas and comments shown through meeting notes they have been responded to in line with our school values. <i>100% of the staff said in the survey that they have someone at work they can speak to for advice, see Nourish Survey.</i></p>

We value and prioritise staff's health and understand the need to rest and recharge.

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
<p>Do you have quality facilities for all staff to eat at lunchtimes?</p> <ul style="list-style-type: none"> - Is there enough cutlery? - Is there enough equipment? (Microwaves, stoves etc) - Are there appropriate tables and chairs to eat effectively? - Are there a different choice of seats to sit on? - Do staff get subsidised school meals? <p>Is your staffroom welcoming?</p> <p>Do you provide refreshments free of charge?</p> <p>Are there enough toilet facilities for all the staff?</p>	<p>Photographs</p> <p>Staff testimonials</p> <p>Staff survey data</p> <p>Site plan</p>	<p>We have three areas in school that staff can prepare drinks and food. Two are designated staff areas for relaxation and children have no access, these are located at different levels of the school for ease of access. The other is a back kitchen that can be used for quickness. See appendix 2.</p> <p>The main staff room has a washing machine, fridge, dishwasher, cooker, microwave, filtered water and hot water outlets.</p> <p>The mid staffroom has hot water, fridge, microwave and water cooler and the back kitchen has a fridge, hot water and filtered water. Through the NTW report staff rating was 8.8 saying that the staffroom is well equipped, with 7.9 saying it they were welcoming.</p> <p>Due to Covid restrictions staff are having to sit in designated areas to eat their lunches.</p> <p>Our refreshments are free of charge.</p> <p>If staff eat school dinners with the children or are on duty they get their meals free, this has seen more than 50% of staff taking this option.</p> <p>We have four staff toilets around the school and two disabled that can be used by staff.</p> <p>Staff are not expected to send or receive emails after 6.00pm and weekends or over holidays. All emails have this as a tail message;</p>

		<i>As an organisation FPTA Academies encourages its employees to have a strong work life balance. As such, if employees wish to send emails when convenient to them, this is fine, however there is no expectation of anyone to read or respond outside of normal working hours.</i>
We have a member of staff in charge of wellbeing who is not on SLT		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is the role set out as part of a job description?	Job descriptions	Leanne Mansfield (Attendance Officer) and Gillian Liversedge (Teaching member of staff) have been appointed.
How does the wellbeing Lead feed back to SLT?	Staff survey data	Leanne and Gillian will feed back to SLT/Headteacher/Governors/staff at regular intervals, <i>See appendix 1.</i>

Wellbeing is covered in CPD sessions 3 times a year		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Is wellbeing CPD available to all staff?	Staff meeting agendas	Last year we offered mindfulness training to all staff of which 15 took part.
Are practical wellbeing strategies introduced?	Training timetables	Staff have undertaken online Stress awareness training. And all staff are welcome to the Wellbeing twilights.
Is health advice incorporated into CPD?	Staff testimonials	We are an Enhanced Values Based Education school (accredited in March 2020) the Headteacher is an Associate Member of VBE. Wellbeing is scheduled into our Quality Assurance Calendar three times a year where visitors will be invited to discuss aspects of physical and mental wellbeing, <i>see Appendix 3, external facilitators are invited in from the NHS, Benenden, Ed Phyc etc – Covid permitted</i> All staff have access to Benenden Health Care and our in-House Counsellor. This is set out in the QA Calendar <i>see Appendix 3</i>

We operate flexible working strategies

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
<p>Is there flexible access to school during the holidays?</p> <p>Does your school offer part time and job share contracts when available?</p> <p>Are staff allowed (within reason) to attend their own children's school events?</p>	<p>Staff testimonials</p> <p>Staff survey data</p> <p>Staff list with days shown</p> <p>School policies</p>	<p>Staff are not expected to come into school during holidays (unless it is part of their JD). The school is open at specified times to allow for flexibility.</p> <p>We have two staff who job share and two staff who work three days a week. We also have three members of staff who have reduced hours to four days a week all to suit their personal situations.</p> <p>Staff are allowed 3 paid occasions of child supported visits per year, any more are unpaid. The policy of the school is to allow staff to attend children's events, see Appendix 6.</p>

We implement the Find Fifteen Initiative

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
How do you encourage staff to 'Find Fifteen'?	Duty timetables Staff testimonials	Staff are encouraged to have non-contact time each day, some choose to have lunch with children for a free school dinner. From the Survey 77% of staff said they get more than 10 mins break at lunchtime.
How are lunch and break duties allocated to allow everyone a chance for a proper break?		
Do all staff have to attend assemblies?		There is a staff rota produced and reviewed each year. The find Fifteen will be introduced this year in September. Not if it is part of their PPA, assemblies are being held daily due to Covid restrictions.

Staff absence is managed effectively and is as low as possible

FULLY MET / PARTIALLY MET / DEVELOPING

GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
What percentage of your budget is spent on supply?	Budget data Healthcare information	Minimal is spent on cover, absences are covered by HLTA's or SLT. Last year the amount spent on cover was £250.00, staff attendance across the school was 98%.
Do you provide private health care?		
Is there access to free advice and support?		Staff have free access to the Counsellor and the trust HR and can contact Bennenden Health Care. 100% staff said they have access to someone they can speak to at work.
How do you promote good health?		Upon return to work staff are to complete a form and have a meeting to discuss absence. After three incidents in 6

Does your school hold back to work interviews?		months a formal interview is help prior to a meeting with HR as per our policy.
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Our staff enjoy working at our school and are happy in their job.		
FULLY MET / PARTIALLY MET / DEVELOPING		
GUIDANCE	POSSIBLE EVIDENCE	SCHOOL EVIDENCE
Does your staff survey reflect that?	Staff survey data	9/10 of staff feel happy at work based upon the survey and 9.2/10 said they enjoyed their job. – this is an increase from last year
How long to staff stay (on average) at your school?		Length of service breakdown shows 90% of staff stay for more than three years.
		Staff structure, Code of Conduct, QA Calendar, CPD Schedule. See Appendix 1,2,3,4.
		Career advancement is important, over the last three years four staff have qualified at HLTA status, we currently have two staff completing the HLTA course.
		Four have completed their NQT year, Five have been trained in school to become teachers.

STAFF WELLBEING SHOUT!

Teamwork
HELP, we do
Respect
HONESTY and
LAUGHTER
Friendship WE DO
COFFEE
WE COMMUNICATE
WE LISTEN
WE IMAGINATION
WE DO GREAT THINGS.

BE KIND
for
EVERYONE
YOU MEET is
FIGHTING
a HARD BATTLE



hello! BELIEVE IN YOURSELF
hello! BE THE ENERGY YOU WANT TO ATTRACT
hello! NEVER FORGET WHY YOU STARTED
hello! BE KIND TO YOURSELF
hello! YOUR LIFE IS ONLY AS GOOD AS YOUR MINDSET
hello! LET YOUR VOICE CHANGE THE WORLD BUT DON'T LET THE WORLD CHANGE YOUR VOICE
hello! NEVER GIVE UP GREAT THINGS TAKE TIME
hello! WE DON'T GROW WHEN COMFORT IS ALL WE GET

One small
POSITIVE THOUGHT
in the morning
can change your
whole day.

MENTAL health CHECK IN:

1 - I'm great	
2 - I'm okay	
3 - I'm struggling	
4 - I need help	

GRAB A STICKY NOTE, WRITE YOUR NAME ON THE BACK, AND PLACE IT NEXT TO THE HEART THAT MATCHES HOW YOU ARE FEELING.



I'm always here for you if you need to talk.
Delivered



Appendix 1

Phoenix Primary School Roles and Responsibilities 2020/21 Term 1

Pete Sears	Melissa Ireland	Sam Wady	Jenny Barham	Gillian Liversedge
Teaching and Learning	EYFS Lead	Responsible for TA's	Year 6 Teacher	Year 5 Teacher
Safeguarding (Lead)	Curriculum Lead	Cover (When Req'd)	PE Lead across the school	Reading Lead Support
Pupil Progress	Safeguarding	Ex Examination Arrangements		Staff Wellbeing
Data	Extra Curricular Clubs Lead	Lead on Mindfulness	Libby Branscome-Ling	
Timetables	Breakfast Club Lead	Safeguarding	Year 6 Teacher	Kathryn Regan
PE Funding		Pupil Premium	UKS2 Lead (Temp)	Year 5 Teacher
Health and Safety	Assessment Progress meetings lead	EAL Support Lead	Writing across the school	Art and DT Lead
Attendance	Celebration Assembly Lead	NQT Mentor	Trust T&L Support	
Premises	Reading Lead	Assessment Data Co-ordinator		Keely Howard
ICT/Website	Newc Staff induction	Trips Manager		Year 5 Teacher
Finance	Rotas overview	Community Liaison		RE Lead
Assessment	PS/SMT Rota's	First Aid Instructor		
DLAC	PM Organiser	Playground buddy Lead		
Staffing	QA Co-ordinator			
Parent Forum				
PS/SB Staff disciplinarys				
Staff absence				
Lead on PSHCE				
Eco Council Lead				
			Performance Management and Line Management	
			PS : MI,SW,RW, SD,LM,JP,	
			SW : LW,ID,KW,JE,SG,EB,MK,GV,WT,SL,(LS)	
			MI : KR,GL,KH,AA,EC, SB, JS, SF,GE, (LH)	

All Staff will be responsible with Behaviour Management

Phoenix Primary School Roles and Responsibilities

Emma Callow Year 4 Teacher History across school lead	Abida Ali Year 4 Teacher Computing Lead	Sharon Davis School Secretary Receptionist First Aid Newsletters Newspaper Publicity Sims/Soft Data Central Record/DBS Admissions Sims Updates School Calendar Census Returns School Fairs Whole school letters/PS School Photographs VBE Team member School Diary update Trip Arrangements Fire Officer CPD, courses individual/Cover On-Line finances	Leanne Mansfield SLT Assistant/Att Manager Receptionist Lateness/Attendance/1st Day On/Off Role SH/Staff Sickness/paperwork Fire Officer Registers Breakfast Ordering Assembly Prep. SoW and VbE School Uniform Confidential Filing/SEN Filing Hospitality Sending on pupil files Headteachers diary update Disciplinary paperwork Exclusion paperwork Staff Recruitment Governors Meeting paperwork Overseeing trip monies Staff Wellbeing co-ordinator	Claire Beer Family Liaison Officer Student Voice Paperwork for LAC's Jo Penn Receptionist Stock Control Hospitality Money collection Lost Property Prefect Club arrangements
Jennifer Sanders Year 3 Teacher Art Support Lead	Simone Burchett Year 3 Teacher Spanish Teacher/MFL Lead			
Rachel Nicholas Music Teacher Lead on all Music activities	Tom Gear PE Instructor			
Debbie Hayward Cover Supervisor RE Lead across the school	Karen Fowler Music Teacher			
Lauren Hayes (maternity) Geography Lead	Rebecca Warrener (sickness) Staff Wellbeing Gov			
Trainee Teachers Gemma Wilson Nicole Williams	Debbie Collins Counsellor			

Appendix 2



Appendix 3

Teams Meeting

Go To

Arrange

Manage Calendars

Share

Find

2020

FR SA SU

30 31 1

6 7 8

13 14 15

20 21 22

27 28 29

2020

FR SA SU

4 5 6

11 12 13

18 19 20

25 26 27

1 2 3

8 9 10

lars

-- LMansfiel...

-- parents

-- absence

-- voicemail

endars

s S - Phoenix

r P

rs S

Mrs M - CP...

endars

...

9 - 13 November 2020

Washington, D.C.

Today

58°F / 47°F

Tomorrow

64°F / 49°F

Sunday

56°F / 53°F

Search Ireland, Mrs M - CPD Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9	10	11	12	13
Two week Review		Two week Review	Two week Review	Two week Review
08				
Feedback ; staffroom; Ireland, Mrs M				
09				
	EYFS review ; staffroom ; Ireland, Mrs M			
	LKS2 review meeting staff room Ireland, Mrs M		EYFS observations Ireland, Mrs M	
10		DT & ART meeting ; Mel's Office; Ireland, Mrs M		
Feedback; staff room; Ireland, Mrs M				
11				
Observation; Ireland, Mrs M	UKS2 review meeting staff room Ireland, Mrs M		feedback; staffroom; Ireland, Mrs M	
Feedback ; staff room; Ireland, Mrs M				
12				
Phase leader time UKS2 Ireland, Mrs M			Debbie cover EYFS PPA Ireland, Mrs M	
13		Maths Review; staff room; Ireland, Mrs M		
	Computing Review ; staff room ; Ireland, Mrs M	History Review meeting (steph cover); staff room; Ireland, M	feedback; staffroom; Ireland,	
14		Science Review meeting ; staff room; Ireland, Mrs M		
Computing support staffroom Ireland, Mrs M	Writing Review meeting ; staffroom; Ireland, Mrs M			
15				
	Phase leader meetings; Mel's Office; Ireland, Mrs M	White Rose - Developmental Maths with Fiona Turner hall / zoom tbc Ireland, Mrs M	EYFS phase Meeting ; EYP;	LKS2 Phase meeting Year
16				
17				
18				
19				
20				
21				
22				

Appendix 4

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45-9.00	Registration				
9.00-9.30	VBE ASSEMBLY				
9.30-10.00					
10.00-10.40					
10.40-11.00	Break time				
11.00-12.15					
12.15-1.00	Lunch time				
1.00-1.15	Year 3 PPA PE/RE Lessons	Year 4 PPA PE/RE Lessons	Year 5 PPA PE/RE Lessons	Management Time PPA	Year 6 PPA PE/RE Lessons
1.15-1.30					
1.30-1.45					
1.45-2.00					
2.00-2.15					
2.15-2.30					
2.30-2.45				CELEBRATION ASSEMBLY	
2.45-3.00					
3.00-3.10	Preparation for Hometime				
3.10-5.00	After School Clubs	After School Clubs	After School Clubs	After School Clubs	After School Clubs

Appendix 5 policies and procedures

Policy/Procedure Register						
Policy No	Policy/Procedure	Review Frequency	Trust/Phoenix/Both	Review Date	Review By	Completed
1	Accessibility Procedure	2 Years	Phoenix	Sept 22	LGB	
1.1	Accessibility Policy	3 Years	Trust	Sept 21	Trust	
2	Accounting Policy	3 Years	Trust	Sept 21	Trust	
3	Admissions Procedure	Annually	Phoenix	Sept 21	LGB	
3.1	Admissions Policy	Annually	Trust	Sept 21	Trust	
4	Anti-Bullying Procedure	2 Years	Phoenix	Sept 22	LGB	
4.1	Anti-Bullying Policy	2 Years	Trust	June 18	Trust	
5	Asbestos Management Policy	4 Years	Phoenix	Sept 24	SLT/Staff	
6	Assessment Marking and Feedback Policy	Annually	Phoenix	Sept 21	SLT/Staff	
7	Attendance and Lateness Procedure	Annually	Phoenix	Sept 21	SLT	
7.1	Attendance Policy	Annually	Trust	Sept 21	Trust	
8	Behaviour Procedure	2 Years	Phoenix	Sept 22	SLT	
8.1	Behaviour & Discipline Policy	Annually	Trust	Sept 21	Trust	
9	Breakfast Club	Annually	Phoenix	Sept 21	SLT	
10	Capital and Revenue Reserves Policy	3 Years	Trust	Sept 21	Trust	
11	Charging and Remission Procedure	2 Years	Phoenix	Sept 22	LGB	
11.1	Charging and Remission Policy	3 Years	Trust	Oct 21	Trust	
11.2	Premises Management Policy	Annually	Trust	Sept 21	Trust	
12	Complaints Procedure	3 Years	Phoenix	Sept 23	LGB	
12.1	Concerns and Complaints Policy	Annually	Trust	Sept 21	Trust	

12.2	Staff Discipline Policy	Annually	Phoenix/Trust	Sept 21	LGB	
13	Curriculum Procedure	Annually	Phoenix	Sept 21		
13.1	Curriculum Policy	Annually	Trust	Dec 21	Trust	
14	Data Protection Procedure	4 Years	Phoenix	Sept 24	SLT	
14.1	Data and Information Management Policy	Annually	Trust	Sept 21	Trust	
14.2	Data Breach Policy	5 Years	Trust	Oct 23	Trust	
14.3	Information Security Policy	5 Years	Trust	Sept 23	Trust	
14.4	Data Protection Policy	5 years	Trust	Sept 23	Trust	
14.5	Data Retention Policy	5 Years	Trust	Sept 23	Trust	
15	Early Years Policy	Annually	Phoenix	Sept 21	LGB	
16	EAL Policy	2 Years	Phoenix	Sept 22	SLT/Staff	
17	Educational Visits Policy	2 Years	Phoenix	Sept 22	LGB	
18	Equality Diversity Procedure	4 Years	Phoenix	Sept 24	LGB	
18.1	Equality Policy	Annually	Trust	Sept 21	Trust	
19	Financial Management Policy	Annually	Trust	Sept 21	Trust	
19.1	Governor and Trustee Expenses Policy	Annually	Trust	Sept 21	Trust	
19.2	Pay Policy	5 Years	Trust	Sept 23	Trust	
19.3	Procurement and Tendering Policy	3 Years	Trust	Sept 21	Trust	
20	Fire and Emergency Policy	Annually	Phoenix	Sept 21	SLT/Staff	
21	First Aid, Asthma and Medicine Policy	Annually	Phoenix	Sept 21	SLT/Staff	
22	Food Policy	4 Years	Phoenix	Sept 24	SLT/Staff	

23	Governor Monitoring Policy	Annually	Phoenix	Sept 21	LGB	
23.1	Governor Monitoring Roles and Duties Policy	Annually	Phoenix	Sept 21	LGB	
24	Health and Safety Procedure	2 Years	Phoenix	Sept 22	LGB	✓
24.1	Health and Safety Policy	2 Years	Trust	Sept 21	Trust/LGB	
24.2	Covid-19 Policy		Trust		Trust	
25	Home Learning Work Policy	2 Years	Phoenix	Sept 22	SLT/Staff	
26	Home School Agreement Policy	Annually	Phoenix	Sept 21	SLT/Staff	
27	HR Management Policy	Annually	Trust	Sept 21	Trust	
28	Early Years Intimate Care Policy	Annually	Phoenix	Sept 21	SLT/Staff	
29	MMS Handbook Procedure	Annually	Phoenix	Sept 21	SLT/Staff	
30	More Able Child Policy	2 Years	Phoenix	Sept 22	SLT/Staff	
31	Performance Management Policy	3 Years	Phoenix	Sept 23	LGB	
32	Risk Management Policy	Annually	Trust	Sept 21	Trust	
33	Safeguarding / Child Protection Procedure	Annually	Phoenix	Sept 21	LGB	✓
32.1	Safeguarding Policy	Annually	Trust	Sept 21	Trust	
32.2	Children in Care (LAC) Policy	Annually	Trust	Sept 21	Trust	
33.3	Drugs, Substance Misuse	2 Years	Phoenix	Sept 22	SLT/Staff	
33.4	Safeguarding in Recruitment Policy	Annually	Trust	Sept 21	Trust	
33.5	Drugs Education Policy		Trust	Jun 16	Trust	
33.6	Substance Misuse Policy		Trust	Jun 16	Trust	

33.7	Anti-Radicalisation Policy	Annually	Phoenix	Sept 21	SLT/Staff	
33.8	Whistleblowing Policy		Trust	Jun 16	Trust	
33.9	Online Safety and Use of Images Policy	3 Years	Phoenix	Sept 23	LGB/Trust	
34	SEN Information	Annually	Phoenix	Sept 21	LGB	✓
34.1	SEN Health and Disability Policy	Annually	Trust	Jul 20	Trust	
35	SRE Policy	Annually	Phoenix	Sept 21	SLT/Staff	
35.1	Sex and Relationships Policy	Annually	Trust	Sept 21	Trust	
36	Sickness Absence Monitoring Policy	Annually	Phoenix/Trust	Sept 21	LGB	
37	Staff Code of Conduct Policy	Annually	Phoenix	Sept 21	SLT/Staff	
38	Sustainability	3 Years	Trust	Sept 23	Trust	
39	Sun Protection Policy	3 Years	Phoenix	Sept 23	SLT/Staff	
40	Teaching and Learning Policy	3 Years	Phoenix	Sept 23	SLT/Staff	
41	Uniform Policy	Annually	Phoenix	Sept 21	SLT/Staff	
42	VBE & SMSC Policy	2 Years	Phoenix	Sept 22	SLT/Staff	
42.1	Collective Worship Policy	Annually	Trust	Sept 21	Trust	
43	Write Off/Asset Disposal Policy	5 Years	Trust	Sept 23	Trust	
44	Bereavement Policy	3 Years	Phoenix	Sept 23	SLT/Staff	

Appendix 6

Appointment letters, evidence shown Y/N
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Staff Request - Time Off

Name: MR. G. WESTON

Date: 3RD SEPTEMBER 2023 *AM/PM/All day AM
*Please state times you will be absent from/to where possible

Reason: Son's first day at school

Cover Required: No

T/A to advised SEN: Y/N N

Office use only:

Paid or Unpaid Leave:

Authorised By: P/L

Date: 16th Jan 2024

All requests must be agreed by SLT

Advise Payroll <input type="checkbox"/>	Compassionate <input checked="" type="checkbox"/>
Medway Full Pay <input type="checkbox"/>	Appointment <input type="checkbox"/>
Phoenix Part Pay <input type="checkbox"/>	
Part Day <input type="checkbox"/>	

.2 .4 .6 .8 All

Diary	<input checked="" type="checkbox"/>
SIMS	<input checked="" type="checkbox"/>
SW	<input checked="" type="checkbox"/>
Email confirmation	<input checked="" type="checkbox"/>