



### **3.2 EMPLOYEE ASSISTANCE – WORKPLACE STRESS**

**Approved by:** Board of Trustees

**Contact:** Headmaster

**Group:** Leadership Team

**Date effective:** Sept 2017

**Review date:** Sept 2020

**Reviewed by:** Leadership Team

#### **Policy Statement**

The Employee Assistance Policy will present guidelines for the awareness, identification, reduction and management of workplace stress.

#### **Policy Rationale**

With the continuing challenges of an increasingly stressful work environment and changes in legislation it is important that Nelson College has a policy of Employee Assistance which complies with the Health & Safety in Employment Act (1992) and its amendments

#### **Responsibility for implementation**

1. **Headmaster**

- Will ensure clear guidelines are in place to identify, reduce and manage unhealthy stress in the workplace.
- Will ensure administrators are trained in the identification, reduction and management of workplace stress.
- Will ensure a programme is in place for staff professional development related to stress management

2. **Leadership Team**

- Will participate in stress identification, reduction and management workshops
- Will assist in staff professional development related to stress management

#### **Guidelines**

1. The College will promote an awareness of the issue of workplace stress.
2. Senior staff will be trained to recognise potential workplace stress situations and to deal with them within the resources of the College
3. Staff will be educated and trained in strategies to reduce unhealthy stress levels – a minimum of one staff development workshop on stress will occur annually.
4. A flowchart will be used to follow a process to be used in the management of staff with identified unhealthy stress levels(see Appendix A)
5. Staff will be made aware of the need to take responsibility for their own stress levels including regular holidays, effective time management, effective and efficient planning, classroom management and reporting to senior management unhealthy levels of stress
6. The College will implement the EAP (Employee Assistance Programme) for those employees who are prone to stress or whose personal circumstances make the work environment stressful

7. The College will ensure that the employee who needs sick leave for work related stress is properly supported when they return to school, this may relate to their curricula and/or co curricula responsibilities

**Terms:**

**Staff** includes all school personnel both teaching and non-teaching.

**Unhealthy stress** Stress which impedes the individual from interacting in a healthy and productive way with students, colleagues and the wider community.

Stress which compromises their effectiveness in achieving their personal and professional needs, the requirements of their job description and the needs of the organisation.

**Related Policies**

- Health & Safety Policy – Health & Safety on College Site
- Personnel Policy - Professional Learning

**Appendices**

A Stress Flowchart

# EMPLOYEE ASSISTANCE PLAN ( EAP )

