



<b>Policy</b>	<b>Work Life Balance Policy</b>
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As part of the Trust's duty of care under the Health and Safety at Work Act the Trust is aware of the need to balance the responsibilities of work and home life. Staff are our primary resource and the Trust's aim is to ensure the Trust and Academies support and promote staff welfare.

It is widely recognised that a balanced life promotes effectiveness at work and reduces the pressures which can cause adverse health. The Trust has committed to working with staff and unions to address issues for staff which are or may cause work related ill health where possible.

This Policy links with the Mental Health Policy and Health and Safety Policy as well as other Human Resource Policies and practices such as

- Leave of Absence
- Sickness Absence Policy
- Performance Appraisal
- Flexible working (Family Friendly Policy) including job share applications

### **Policy Objectives**

The aim of this policy is to

- Safeguard the health, safety and welfare of staff
- Work with staff to support them balancing their working lives with their personal needs

### **Monitoring**

Many staff within the Trust are contracted out of the Working Time Regulations and have control over their own work pattern to some extent. In addition to management, these staff need to monitor their own workload and raise the issue should it become detrimental to their health.

The Trust will monitor staff who do not control their hours to ensure they do not exceed the Working Time Regulations and there is a dialogue where it is obvious working hours are becoming excessive.

### **Support for staff**

To support all staff with their workload the following will occur:-

- The Trust will not enter into new contracts with staff for more than full time equivalent except on a short term basis with agreement.

- For staff with teaching loads, timetables will be set in advance and will conform to 1265 directed hours or lower for those with responsibilities or NQT etc. These will be changed as few times as possible.
- At the start of the academic year a calendar will be provided which sets out commitments in terms of meetings, training, parents evenings and other events. This will also be changed as few times as possible.
- Up to date job descriptions will be given to all staff and monitored annually via the performance appraisal process. Any changes will be consulted upon.
- Exit questionnaires will be undertaken for those leaving the Trust/Academy to enable the Trust to identify areas of concern. If requested staff can meet with a member of the HR team to discuss the questionnaire and their responses.
- The Trust/Academy will not implement procedures which require excessive workload wherever possible, instead opting for simpler processes which still meet the need.
- The Trust will operate positive HR policies and practices to accommodate required Leave of Absence or part time working where practicable.
- New initiatives will only be introduced after consultation with staff and a review of impact.
- All activities will be monitored and consideration given to whether they are still necessary, can be simplified or withdrawn.

### **Calendars**

The Academy will produce an annual calendar of events for forward planning to identify

- Term dates
- Inset days
- Parents evening and other consultation events
- New student evenings
- Observation windows
- Learning walk windows
- Book scrutiny windows
- Report deadlines
- Sports days
- Meetings
- Data drops

And other events as necessary for the Academy.

The Trust will set out an overarching calendar for individual Academies to follow with some Inset days being more flexible as designated within the calendar and where appropriate. The Trust will also ensure that meetings such as board, academy council and committee meetings are scheduled appropriately and that the requirements for such meetings are reasonable and not onerous on any individuals, for example sharing the same data set across more than one meeting rather than requiring for reports to be re-drafted or presented in an alternative way.

### **Concerns/Complaints**

Any concerns or complaints under this policy should be addressed by the individual to the Principal or line manager. Where necessary the HR department will be involved to support.

Formal complaints should be raised via the Grievance Procedure or the Dignity at Work Procedure should it not be possible to resolve it informally.