ROTTERDAM INTERNATIONAL SECONDARY SCHOOL

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RISS - STAFF WELLBEING PARTNERSHIP

This document reflects the desire of all RISS staff to work together to support each other when it comes to wellbeing. The aim is to acknowledge everyone's well being and ensure that we are able to enjoy our working life within school with the understanding of the challenges that education brings.

At RISS, we recognise that our staff are our most important asset and are valued, helped and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our students, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

Principles shared by all staff

- We are committed to the education of students and children guided by RISS values, our mission and vision. They are all also applicable to us and we can benefit from their aspirations and ethos.
- Working together in partnership, as a community of practitioners sharing expertise, experience and innovation, brings emotional strength, confidence in our actions and mutual support when things do not go to plan.
- Acceptance that working in The Netherlands means recognising and working within government guidelines and regulations. This is beyond our control.
- Teaching is a wonderful privilege and a rewarding career, but it is also demanding when it comes to workload. This is part of the job.
- We believe that by drawing up an annual commitment plan we can better ensure that we all understand how best to support each other.
- A yearly review of our approach to wellbeing will allow us to reflect on our actions of the previous year, measure their success and rethink communally how we would like to proceed.

Aims

We aim to ensure that our school:

- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- helps staff to manage their family and work responsibilities
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making
- takes account of equality implications.

School commitment

- Responsiveness and management of external events and expectations to minimise negative impact on staff wellbeing so staff can fully connect with our core business: educating for self-awareness, curiosity and integrity in a changing world.
- Ensure that professional time is optimally used in pastoral support, instruction and any learning experiences that colleagues wish students to enjoy.
- Involvement and participation via formal and regular channels of communication on key aspects of our school needs and growths.
- Work closely and collaboratively with our curriculum leaders and tutors with our students' wellbeing and learning at heart.
- Investment in staff wellbeing with a consultation process to establish needs and possibilities.
- A leadership team to be available to members of staff for personal and professional concerns with confidential support.
- Commitment to regulate our flow of information and communication.
- Avoid email communications on evenings (not later than 5pm) and weekends.
- Continue supporting all staff within CAO expectations and practices.
- Evolving appraisal processes that balance staff/school input as well as external expectations.
- Prepare staff for external recognition and accreditation, balancing expectations and requirements that ensure staff needs are addressed and the school success is assured.
- Seek to constantly improve our facilities to provide the best possible environment for us all to enjoy.
- Ensuring that annual tasks sheets are delivered with plenty of time and consultation for staff.
- Allocate teaching and other tasks within an individual's contracted task hours.
- Ensure that appraisal procedures encapsulate the whole professional life of teachers, so their full contribution is fully noted.

Staff commitment

- Treating one another with empathy, respect and kindness.
- Valuing all members of staff in the school and acknowledging the important role that everyone takes.
- Keep ourselves informed of school communication via the normal channels of communication.
- Developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.
- Accept and adjust to the wider decisions that the school needs to put in place as being part of Wolfert, BOOR, and Dutch legislation.
- Contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit.
- Be responsible and dedicated to your personal and professional wellbeing.
- Be aware and keep informed of any obligations or responsibilities linked to our labour agreement within the school and nationally.

- Talk promptly to members of the leadership team when personal and/or professional situations arise that you foresee may have an impact on your ability to exercise your normal professional life.
- Make use of all our formal support systems that aim to assist you within your work environment.
- Use the correct and most-appropriate channels to address specific issues and needs.
- Observe high levels of awareness to ensure our public staff areas are comfortable, inclusive, professional and relaxed spaces where all colleagues feel welcome.
- Work within child protection and safeguarding guidelines.
- Update your Police Checks (VOG) when requested.
- Ensure that lessons for students reflect the utmost care and dedication when making use of leave, trips, events or any other planned absences.
- Participate in events within our school that directly seek to bring us together as a community and have the courage to enjoy being together.

Highlights for 2023

- Please avoid sending emails during the weekend, including to parents.
- Please avoid sending emails after 17 hrs during weekdays.
- Do not respond to parents' emails or send replies during your weekend.
- Exception: In the case of an emergency requiring immediate attention, the above guidelines do not apply.
- The school will provide lunch for all staff members throughout the academic year.
- We will continue to award our Gratitude Cup weekly and plan events like the Staff Picnic, Christmas Party, and end-of-year celebrations to strengthen our sense of community.
- During events and Continuing Professional Development (CPD) sessions, the school will offer breakfast, refreshments, and lunch.
- The school has introduced a Cover Teacher Pool (CTP) strategy, utilising an on-call voluntary approach that respects staff availability during specific time slots.
- Planned and approved absences will be adequately covered. Please note that there is always a cost.
- Unplanned absences will primarily be managed through the CTP and external provision. However, requests for assistance will be sent to all staff when we cannot find cover for a period.
- Decisions regarding Staff Work Alleviation funding for 2023-2024 will be made collectively by all RISS staff members.
- The school remains committed to providing a Staff Wellbeing Adviser.
- The new Dutch skills funding will aim to balance the need for growth and staff deployment, seeking to create leadership opportunities, but with long term stability.
- The PRD/Appraisal System will be policy-led, and the school will consult staff in its implementation.
- We are committed to maintaining a consistent timetable that balances the needs of both students and staff. This year, 2023, our focus is on minimising commuting times between campuses.
- The school will continue to invest in high-quality CPD to address IB, IGCSE, appraisal requirements, and meet Dutch qualification standards.
- Training on demand: Educare, Optimus and The National College.

- Transition and cushion MR agreements from Wolfert and BOOR for staff readiness and action.
- Investment plan for furniture and facilities to enhance space utilisation and well-being.
    - RISS Roof Project.
    - Installation of CO2 metres.
    - Upgrading alarm systems.
    - Procurement of new ergonomic desks and chairs for teachers in the Junior Campus.
    - Implementation of door lock cards at the Junior Campus.
    - Consideration of acquiring folding benches for the corridors.
- Please refer to the "*12 Ways to Boost Your Wellbeing*" poster on the last page for reminders about self-care and assessment (Optimus Online Publication, accessed 2023)
- Please refer to the *A-Z of Mental Health* (Optimus Online Publication, accessed 2023)

Related policies

This policy should be read in consultation with the following documents:

- RISS vision, mission, and values
- RISS Staff code of Conduct
- RISS Child Protection and Safeguarding Policy
- RISS Handbook (latest online edition 2023-2024)
- RISS Mission, Vision and Core Values
- RISS Learning Technology Plan

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12 WAYS
to boost your wellbeing

A-Z OF MENTAL HEALTH

Positive mental health and wellbeing makes us feel content, peaceful and valued. Use these tips to improve your mental health one letter at a time.

A – ASK FOR HELP
You are not alone, so reach out and ask for help

B – BREATHE
Focus on your breath to find a sense of calm

C – CONNECT
Connect with friends, family and trusted adults

D – DETOX
Unplug from social media and other distractions

E – EMOTIONS
Observe how you feel and label your emotions

F – FIND SAFE PLACE
Go to a place where you feel safe and at ease

G – GRATITUDE
Focus on the things you're grateful for

H – HEALTHY HABITS
Create a balanced routine with healthy habits

I – INQUIRE
Pause and ask yourself, 'how do I feel right now?'

J – JOURNAL
Use a journal to express your thoughts and feelings

K – KINDNESS
Be kind and compassionate to yourself and others

L – LET GO!
Feel more energised, by moving your body

M – MEMORIES
Visualise three things you are proud of

N – NATURE
Improve your mood by exploring the great outdoors

O – OPENNESS
Be open to new activities and notice what happens

P – PATIENCE
It's okay to not be okay, so give yourself time

Q – QUIET
Take quiet moments every day to reflect

R – REST
Be mindful, rest often and get plenty of sleep

S – SUPERHERO
Stand in the Superhero Pose for two minutes every day

T – THOUGHTS
Track your thoughts in a journal, and notice any themes

U – UNIQUE
You are unique, and so is your mental health

V – VOLUNTEER
Boost your self-esteem by giving back to others

W – WORRY TIME
Schedule 'worry time' to help solve practical worries

X – EXCITEMENT
Do more of the things that bring you joy and excitement

Y – YOU MATTER!
You are important and your feelings matter

Z – ZEN
Practise calming activities like yoga and meditation

Find out more about how Optimus Education can help boost your wellbeing at **healthinschoolsuk.com**

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