WORK/LIFE BALANCE POLICY

Policy Statement

In order for people to achieve their potential in the work place they need to feel supported, valued and clear about what is expected of them. Oscar Club understands that it has a responsibility to ensure that staff enjoy coming to work, find help when they need it and feel that their efforts are recognised. We pride ourselves upon the support we offer one another while also recognising that we must continue to improve and place an emphasis upon delivering the highest quality education we can to the children in our care.

We also wish to recognise that our staff may have dependants who will also make demands upon their time. We aim to provide opportunities for staff to attend to the needs of their immediate family and recognise the additional pressures that this can sometimes place upon an individual at different times of life.

Procedure

Fitting in with families

Every employee has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

* being flexible about requests for attendance at funerals
* enabling support for ageing relatives and children with medical appointments
* enabling staff to attend significant important events in respect of children, ie Christmas concerts, first day at school
* attempting to accommodate staff preferences for early starts/late starts, early finishes/late finishes.

It is expected that wherever possible staff will make arrangements around the working day but where this is not possible we will attempt to support them in meeting the demands of home and work.

We also request that staff take responsibility for ensuring that, when they are absent, cover arrangements are in place.

Encouraging good working practices

In order to help prevent stress and to provide the best working environment for the health and wellbeing of staff we recommend that:

* line managers ensure that their staff are able to leave work at a “reasonable time” for the majority of their shifts and do not “stay late” on a regular basis
* where possible, consideration always given to timescale to enable a reasonable amount of time to be given for completion of a task
* deadlines are negotiated in extenuating circumstances
* consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
* working at home, where it has to be done, is kept at a reasonable level proportionate to the responsibilities and demands of a person’s role
* adequate staffing levels are maintained with sufficient numbers of support staff deployed where possible.

Mobile workers

When staff are engaged on tasks that take them outside the workplace they will receive:

* training and information to support them in the role they are given
* an agreed procedure for ensuring that communication is maintained
* opportunity to discuss their timetable with a line manager.

Support for colleagues

We consider it the responsibility of all staff to come to the assistance of any colleague who needs support or help. This might include:

* support with a child exhibiting challenging behaviour
* assistance with a parent
* advice in respect of a subject/planning/resources/the person to contact
* providing opportunity to talk about concerns
* alerting senior staff to where difficulties might be arising
* supporting in terms of distress over a personal issue.

All staff are entitled to support through their manager and all senior management will be happy to provide advice as necessary.

Monitoring

The senior leadership of the organisation has a responsibility for keeping this policy under review and monitor its implementation and effectiveness. The policy will be reviewed as required.

Signed on behalf of the voluntary management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_