



Well-Being:  
making a  
difference

Spring 2006

# WELL-BEING

The newsletter of the Norfolk Children's  
Services Staff Well-Being Programme

## WELCOME !

Welcome to our Spring 2006 newsletter.

### News and Views

Do you have anything you would like to share about well-being in your organisation? We are always looking for items for the termly newsletter and the web-site. We would love to hear from you!

Contact Paula Amis at the Well-Being office, Room 055, County Hall, Norwich NR1 2DL

Tel 01603 222326 or e mail  
[paula.amis@norfolk.gov.uk](mailto:paula.amis@norfolk.gov.uk)

## CONFERENCE 2006

The Well-Being Programme will be running two conferences this year, one on the 15<sup>th</sup> June at Barnham Broom Golf Club and one on the 16<sup>th</sup> June at Sprowston Manor Country Club. In the afternoon we have a speaker called Ian Chakravorty. He has written a book with his partner, Andy Gilbert, which is named "Go Mad" which means "Go Make A Difference." It is a self help manual for identifying your goals and then setting criteria to obtain those goals. Further information on the conference will be available on the Well-Being website at the end of January.

[www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk)

## What a difference 'Fish' make!

With major staffing changes coming up, the staff at Raleigh Infant School & Nursery decided to make "Well-being" a priority for the start of our Staff Inset Day.

We started the day with the "Fish" video followed by an informal chat about the ways in which the school commits to "well-being".

A couple of weeks later, two of our new Learning Support Assistants were asked if they had settled in. In reply they related this event.....

They were shopping together at a Supermarket, having a laugh and a joke.

They reached the cashier who said, with a glum expression,

"You are both in a good mood."

They replied, "We're happy at work".

She responded by saying "I wish it was like that here".

Simultaneously the LSA's replied "WHAT YOU NEED ARE **FISH**!!"

The cashier thought they had gone mad, but the LSA's just continued laughing.

**The fish** have been particularly popular with our staff. We have eight bright, cuddly fish cushions in our staff room and they are a constant source of much amusement and stress relief.

One lunchtime we found them with their faces squashed in .... The secretary had had a difficult morning!!!!!!

Sue Graves & Lesley Farrer – Raleigh Infant School & Nursery, Thetford

## Staff Well-Being day at Flegg High School

Flegg High School has adopted a fresh approach to staff training and well being. They are now reluctant to send staff out of school on expensive courses instead opting to use their own staff to deliver in-service training throughout the school year. This learning club approach has proved to be both popular and successful. The staff were asked to consider whether they wanted a residential to be organised using some of the money saved from course fees. The vast majority voted yes and therefore the whole staff went to the splendid Blakeney Hotel. The overnight stop and whole day was an overwhelming success. The theme was how Flegg could develop even further in the future. Cherry Crowley, the Head, gave a presentation on her vision for the future. This was followed by a hugely successful Question Time where a panel of staff fielded questions from the audience. Staff really welcomed the wonderful meal and the chance to socialise in such great surroundings. The following day saw presentations from Mike Ward and Tim Phillips on pupil responsibilities and good teaching practices. Both sessions invited many great ideas from group activities. The final afternoon was spent bringing all the multitude of ideas to a head. Staff also completed the 5th well being survey which the school has been involved in. The idea of a residential was a gamble but staff responses have indicated that it was a gamble that paid off and was money well spent. The ethos of well being is looking after your staff and making them feel valued. The Flegg Blakeney experience certainly did that.

Mike Ward

Deputy Head

## Time for a Spring Clean

Apparently, the average office worker spends between 30 minutes and two hours a day looking for things. Even if these studies are a little exaggerated, most of us waste time at work and at home finding things that are lost in the clutter.

Too much clutter can cause us to focus on the less important things, waste our energy and reduce our levels of commitment.

Spring is the traditional time for a general clear out or de-clutter and can be a therapeutic exercise. Clearing cupboards, desks, or the car lets you take control of those things that get in the way and can help you plan for a fresh start.

The hardest part is getting started so begin with something small: a corner of your desk or a shelf in your cupboard. Or set aside half an hour and accomplish what you can. If you can't afford the time, use the spare five minutes you waste waiting for the kettle to boil or the computer to boot up. The time soon adds up.

Once you've decided to get rid of things, get them out of the office or house as soon as possible. Otherwise, things start making their way back and your hard work is undone.

Your home items can be recycled, given to charity or sold. Several friends have financed romantic weekends away on the proceeds of their clear outs!

Once you have cleared the clutter, you might take the chance to look at ways to store your things. We use 20% of our items 80% of the time so these need to be most accessible.

As well as belongings, maybe you might take the opportunity to spring clean your finances, health or relationships. It is good to understand what's important to you and to get rid of those things that aren't, whether that's possessions, thoughts or habits.

**Norfolk Support Line:**  
**0800 169 7676**

For future details on all Well-Being issues,  
please look at the Well-Being website at  
[www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk).

## Well-Being @ Eaton Hall School.

### **Special Performer Award**

As the school has participated in many 'fund raising' events, it was decided that the well-being fund would buy a trophy called "The Special Performer" award. This is a trophy which is given to a member of staff for an act of kindness, doing something above and beyond the call of duty, being creative, innovative, reliable or really any reason which makes them stand out above others. Recognition is vital in any work place but particularly within one such as ours where we spend so much time recognising the merits of the children that we don't always have or make time to recognise our own achievements. Recognition improves staff morale, increases self-esteem and encourages the recognised to keep on maintaining their efforts. Surely from a management/clientele prospective this is beneficial too. The standard of service improves therefore, those in receipt of this service prosper as a result. Once the trophy has been awarded, this is made public via team meetings and also the well-being board. The recipient of the trophy holds on to it until they are aware of another outstanding performer and they then pass it on to this person. The only stipulation around this is that the next person to gain the award is in a different staff team to the person holding the trophy. This way all staff have to be aware of what others are doing and it encourages us to view ourselves as one big team instead of divisions within. The whole is bigger than the sum of its parts. The award was launched on Tuesday 17<sup>th</sup> May and went to our lovely cook Helen Clark for being innovative and creative beyond the domain of the kitchen.

Lianne Quantrill, Well-Being Facilitator.

### **Need new facilitators trained or would your school like to join the Programme?**

Spaces are available on the following training days-

6<sup>th</sup> February 2006 - West Norfolk PDC  
9<sup>th</sup> May 2006 - Dereham Football Club  
26<sup>th</sup> June 2006 - West Norfolk PDC  
26<sup>th</sup> September 2006 - Norwich PDC  
2<sup>nd</sup> October 2006 - West Norfolk PDC  
6<sup>th</sup> November 2006 - Imperial Hotel, Great Yarmouth  
14<sup>th</sup> November 2006 - Dereham Football Club

Please contact the Well-Being office to book a place. Facilitator training is still free!

### **Changes in the questionnaire**

The Health and Safety Executive have published guidelines and management standards to tackle work related stress. Employers are required to carry out audits to ensure they meet these standards. The Health and Safety Executive website provides detailed descriptions of these standards and a questionnaire which employers can use.

We have adapted our questionnaire to ensure all six areas of the stress management standards are addressed. This means that the questionnaire will be longer and more detailed. We believe our Well-being review can provide an effective tool to enable employees and managers address the issues relating to all the Stress Management Standards.

The HSE website is [www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)

## Network Meetings

These are opportunities for you to meet each other in your area, exchange ideas and look at new resources. They are very informal.

Dates for network meetings this term are:

25 <sup>th</sup> January 2006 Contact:	Falcon Middle School, Sprowston Julie Burgess or Linda Sayer	4.00pm 01603 441417
26 <sup>th</sup> January 2006 Contact:	Raleigh Infant School & Nursery, Thetford Lesley Farrer or Sue Graves	4.00pm 01842 762810
2 <sup>nd</sup> February Contact:	Chapel Road School, Attleborough Belinda Ashton	4.00pm 01953 453116
9 <sup>th</sup> February 2006 Contact:	Cliff Park Community Middle School, Gorleston Janette Coward or Linda Perry	4.00pm 01493 663612
22 <sup>nd</sup> February 2006 Contact:	West Norfolk Group: West Norfolk Professional Development Centre Paula Amis	2.00pm or 4.00pm 01603 222326
28 <sup>th</sup> February 2006 Contact:	County Hall: Anna Sewell Room, County Hall Annexe Paula Amis	2.00pm 01603 222326
21 <sup>st</sup> March 2006 Contact:	Dickleburgh CE Primary School, Diss Penny Aspland	4.00pm 01379 740080

FOR FUTURE DETAILS ON THE WELL-BEING NETWORK MEETINGS, PLEASE LOOK AT THE WELL-BEING SITE AT [www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk) AND ON THE E-COURIER



teacher support network

 **Norfolk** County Council  
at your service

Published by:  
Norfolk Children's Services  
Staff Well-Being Programme  
Room 055  
Personnel  
County Hall  
Norwich  
NR1 2DL

Programme Co-ordinator  
John Nicholls  
Programme Administrator  
Paula Amis  
Programme Assistant  
Jackie Williamson  
Headteacher Support Officer  
Julia Hurlbut



01603 222326



[www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk)