



## **Name of Policy: Academic and Non-academic Staff Welfare and Pastoral Support**

**RESPONSIBLE COMMITTEE:** Equality Committee

**RESPONSIBLE OFFICER:** Principal Bursar

**LINKED DOCUMENTS: College:** Non-Academic Staff Handbook; Identification and Reporting College Members and Staff at Risk of Radicalization Procedure.

**LINKED DOCUMENTS: Other:** n/a

**Annual Review date:** First meeting of Hilary Term

### **PURPOSE OF POLICY**

- 1a. The College recognises its obligations under the Prevent duty of providing a supportive working environment for all staff and is committed to taking specific initiatives where appropriate, including but not limited to the requirements of Government regulations.
- 1b. The purpose of the policy is to describe how the College will address its responsibilities with regard to the provision of staff welfare and pastoral support.

### **POLICY**

2. The College will maintain handbooks for academic and non-academic staff:
  - Academic handbooks will be maintained by the Senior Tutor/ HR Manager. ([hr@sjc.ox.ac.uk](mailto:hr@sjc.ox.ac.uk) or [senior.tutor@sjc.ox.ac.uk](mailto:senior.tutor@sjc.ox.ac.uk)).
  - Non-academic handbooks will be maintained by the HR Manager. ([hr@sjc.ox.ac.uk](mailto:hr@sjc.ox.ac.uk)).
3. The College will provide guidelines in the academic and non-academic staff handbooks about how to identify and report individuals deemed to be at risk of radicalization.
4. Handbooks will be issued to all new members of staff and will be available at the College intranet (<https://intranet.sjc.ox.ac.uk>).
5. Amendments to handbooks will be drawn to the attention of academic staff by the Senior Tutor/HR Manager, to non-academic staff by the HR Manager, and verbally by line managers to staff.
6. The College acknowledges the risk that staff may be less likely to use welfare provision because they perceive it to be linked to the *Prevent* duty.



## POLICY HISTORY

<i><b>Date of GB approval</b></i>	<i><b>Brief summary of changes</b></i>	<i><b>Confirmation that linked documents have updated if necessary</b></i>	<i><b>College policy register updated</b></i>
June 2016	Generation of policy	Confirmed	Yes (Sandra Campbell)
March 2017	Text added in point 1a- The College recognises its obligations under the Prevent duty of providing a supportive working environment for all staff and is committed to taking specific initiatives where appropriate, including but not limited to the requirements of Government regulations. Policy reviewed by Committee	Confirmed	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2019	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Feb 2020	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Kate Doornik)
Jan 2021	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)