

HR & Welfare: Pathways of support for staff

This document aims to clarify the distinctions between HR and Welfare support for staff and Fellows at St Catharine's College.

Key people

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Ally Barrett	Chaplain	chaplain@caths.cam.ac.uk
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Who does what?

The HR Team works alongside the College community, seeking to make it a positive working environment where everyone feels safe, supported and can flourish in their working life. This includes the way in which College meets its legal requirements as an employer as well as supporting staff development.

The Health and Welfare Team works to provide support for the whole College community, including staff, through one to one meetings and wellbeing focused activities. We are always happy to have a chat with any member of staff and can identify who may be best placed to help you, if it isn't us.

HR Matters include:

- Occupational Health and Counselling referrals
- Working arrangements e.g. flexible working
- Concerns about the professional conduct of a member of staff or Fellow in College
- Employee benefits
- Pay and progression
- Employee leave entitlements (maternity, parental, compassionate, sickness)
- Training and development

Welfare Matters include:

- Unsure about what is the right support
- Just needing a chat
- Want to speak about how something at work has made you feel
- Unsure about how College can support you with a situation
- Support dealing with domestic / family issues
- Suggestions for Wellbeing initiatives
- Concerned about levels of stress or anxiety
- De-briefing from a difficult encounter
- Concerns have been raised about your conduct in College and you would like to discuss how you feel about this confidentially

A space to talk – either team is a safe place to turn to if:

- You have a conflict with a member of staff/Fellow and are unsure about whether you would like to/need to escalate it/what to do
- You have a concern about another staff, student or Fellows wellbeing
- You have experienced a bereavement and would like some emotional support and practical advice

There will be many instances where you will work together with both the HR and Welfare Team to ensure that you get all the support you need. For example, if you have experienced a bereavement then you may wish to speak to the Chaplain about how you are feeling as well as speak with HR about compassionate leave or professional support that's available to you. Another example could be that you've had a difficult encounter with a colleague and after speaking with the Welfare Officer to debrief this encounter you decide you'd like to raise this in a more structured way with the HR Team. The Welfare Team can also ask HR anonymously, on a staff members behalf, if certain incidents should be formally reported and what will happen if you do so.

Confidentiality

The Welfare Team is a separate confidential space that allows members of staff to seek support when they are facing challenges. It is not formally linked to HR. If you would like HR advice or guidance, the Welfare Team can support you to access this, but cannot provide it directly. If the Welfare Team feel that the information you have shared should legally or ethically be known to College, then they will discuss this with you. Please note that confidentiality cannot be promised if we are seriously concerned about the safety and wellbeing of an individual, whether they are a member of St Catharine's College or not. **The HR Team** follows the same principle as the Welfare Team. Please be assured that discretion and sensitivity will be exercised in relation to any employment matter.