



Circular Letter 0033/2022

**To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools and
the Chief Executives of Education and Training Boards**

**Permanent extension of the Employee Assistance Service (EAS)
to all school staff employed in
recognised Primary and Post Primary schools**

The Minister for Education directs you to implement the arrangements in this Circular for all school staff employed in approved posts funded by monies provided by the Oireachtas.

This Circular supersedes Information Note TTC 004/2020 titled 'New Employee Assistance Service (EAS) Provider, 'Wellbeing Together: Folláine le Chéile' and Information Note TC 0014/2021, titled 'Extension of the Employee Assistance Service (EAS) – 2021/22 school year'.

Please ensure this Circular is circulated to all members of the Board of Management/Education and Training Board and that its contents are brought to the attention of all school staff in your employment, including those on leave of absence.

All queries should initially be brought to the attention of the employer. Any further queries in relation to this Circular may be directed to the Department at the following e-mail address: teachersna@education.gov.ie.

This Circular can be accessed on the Department's website at gov.ie.

**Clare Butler
Principal Officer
Teacher/SNA Terms & Conditions Section**

19th May 2022



1. Introduction

- 1.1 The Department recognises the importance of wellbeing for our school communities. Wellbeing promotion is a fundamental element of the Department's overall plan to support schools in providing advice and support to managers to deal with health and wellbeing issues in the workplace.
- 1.2 An Occupational Health Strategy is in place as a supportive resource for employees. The aim of this strategy is to promote the health of employees in the workplace, with a focus primarily on prevention rather than cure. The Occupational Health Strategy comprises the Employee Assistance Service (EAS) and the Occupational Health Service (OHS).

2. The Employee Assistance Service

- 2.1 The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 as well as SMS & WhatsApp: by texting 'Hi' to 087 369 0010. The service is available 24 hours a day, 365 days a year. The current EAS provider is Spectrum.Life.
- 2.2 The EAS provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, and mediation. It also provides support and advice to managers to help them deal with health and wellbeing issues in the workplace.
- 2.3 Where appropriate, short-term counselling is available to employees and their family members.
- 2.4 Under the EAS, a bespoke wellbeing portal and app is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. In addition, online cognitive behavioural therapy is also available to employees.
- 2.5 Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in schools.
- 2.6 Employees can access the Spectrum.Life wellbeing portal by signing up at link: <https://wellbeingtogether.spectrum.life/login?org=yV7IU17>
- 2.7 Further information on the EAS is available on [gov.ie](https://www.gov.ie).

3. Permanent extension of the Employee Assistance Service

- 3.1 The EAS had been available to all school staff on a temporary basis during the COVID-19 pandemic.
- 3.2 This Circular advises that the Department is extending the EAS to all school staff on a permanent basis effective from the 2022/23 school year.