



Staff Wellbeing Policy

Approved by:	The Proprietors	Date: Jan 2024
Ratified by:		Date:
Document created on:	July 2021	
Last reviewed on:	Jan 2024	
Next review due by:	Jan 2026	
Document Reviewed by:	K McCarthy	N Purcell

GOAL: To foster a thriving work environment where employees feel supported, empowered, and equipped to achieve both personal and professional well-being.

1. Introduction

Recognising the invaluable role our staff play as the cornerstone of our learning community, we are committed to their personal and professional development within a caring, nurturing, and purposeful environment. We acknowledge the direct link between staff well-being and student well-being, and firmly believe that a shared vision fuels a positive school culture and ethos.

This policy underscores our commitment to a collaborative and supportive environment where staff feel valued and heard. We empower them to express their ideas, have their suggestions considered seriously, and manage their workload efficiently within a culture that promotes a healthy work-life balance.

We aim to ensure that our school:

- Promotes our values.
- Supports staff mental health and wellbeing.
- Helps staff to keep a healthy work-life balance.
- Helps staff to manage their family and work responsibilities.
- Ensures staff feel valued.
- Recognises and promotes the importance of a happy team.
- Involves staff in decision making.
- Takes account of equality implications, meaning that we strive to advance equality of opportunity and foster good relations between people with a protected characteristic and those without.

2. Roles and Responsibilities

The Proprietors

- Fulfilling its duty of care as an employer.
- Monitoring the workload of the staff in conjunction with the school governors.
- Ensuring that the resources are in place to keep staff workload at healthy levels in conjunction with the school governors.
- Ensuring that the workplace is a positive environment for all who work in it and good relationships are fostered between all staff.

School Governors

- Monitoring the workload of all staff, including those in a senior leadership position.
- Receiving any concerns from members of staff.
- Ensuring that the resources are in place to keep staff workload at healthy levels.
- Reviewing this policy in conjunction with the proprietors.
- Considering how its own members are treated and valued.
- Ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance.
- Operating a sensitive performance management policy.
- Ensuring that other school policies and procedures take account of staff wellbeing.
- Overseeing that change management is operated in a fair and reasonable way.

Head Teacher, Deputy Head and SLT

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication.
- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff.
- monitoring the workload of members of staff and being alert to signs of stress.
- listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes.
- ensuring that the efforts and successes of staff are acknowledged and celebrated.
- acting as gatekeeper and prioritising reforms and innovations.
- ensuring that staff are equipped with the right training to do the job confidently.
- ensuring that staff feel valued and that time is set aside for them.
- providing meeting guidelines that are agreed upon and followed.
- planning the year's timetable considerably bearing in mind staff commitments.
- providing a set budget for staff facilities, environment and welfare.
- including in professional development meetings opportunity for staff to discuss their aspirations and career intentions.
- making special arrangements, where possible and reasonable, to enable staff to combine the demands of family life and work life.
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances.

- ensuring accessibility of SLT to members of staff.
- ensuring that there are effective methods of communication.
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed.
- maintaining contact with staff during long absences.
- conducting risk assessments for work-related stress.
- relevant time protected for staff such as PPA, staff meeting time for reports etc.

The headteacher implements these responsibilities with the support of appropriate staff such as the deputy headteacher, senior leaders and pastoral staff who all strive to be positive role models through their own practice.

Staff

- treating one another with empathy, respect and kindness.
- taking care of their own health and safety at work and communicating with key staff where they need support.
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues.
- valuing all members of staff in the school and acknowledging the important role that everyone takes contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit.
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.

3. Examples of Good Practice

- Leaders are role models for the school values.
- Providing only the highest quality CPD for staff development.
- Providing lunch and refreshments during INSET training.
- Expectations of replying to emails sent outside of school hours; we would normally only expect you to reply during your scheduled working hours.
- Giving staff the option to plan their own social activities.
- Thanking staff for their hard work.
- Celebrating staff birthdays.
- Continually reassessing marking and planning workloads.
- Avoiding holding unnecessary meetings after school.
- Celebrating staff achievements as well as student achievements .
- Providing pastoral services – drop-ins and confidential sessions.
- Making refreshments herbal teas, coffee, fruit free of charge available to staff.

- housekeeping of the staffroom to be carried out daily.

4. Support in specific circumstances

The school will provide support and discuss options as appropriate to specific circumstances. In some cases, it may be necessary to seek external services but the school will continue to support staff even when external services are involved.

Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

Where possible, staff are supported with their work-life balance and wellbeing outside the school. This could be through providing staff with paid leave for special events and celebrations, or time off to deal with specific family circumstances or crisis. These circumstances will be dealt with on an individual basis based on the school's needs.

5. Monitoring and Evaluation

We review the effectiveness of this policy and practise every two years through student feedback, parent feedback, staff reflection and the impact it has on the day to day management of our school.

6. Conclusion

Let it be known that the pursuit of well-being is an ongoing endeavour, not a singular destination. We actively encourage open communication, continuous improvement, and regular feedback to ensure this policy remains eternally relevant and demonstrably impactful.

Together, we forge a community where dedication is reciprocated with unwavering support, where passion thrives alongside holistic well-being, and where success flourishes within the shared commitment to excellence. As our faculty flourishes, so too shall our students, fostering a learning environment resonating with purpose and joy.

7. Additional info

The school is currently considering signing up to the DFE's education staff well being charter. [Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

8. Links to Other Policies

Staff code of conduct

Staff Grievance policy

Staff Disciplinary Policy

Social and Emotional Understanding policy

Health and safety policy

Equality policy

Dealing with abusive people policy

Capability of staff policy

Anti bullying policy

Allegations against staff policy