



Start children off on the way they should go, and even when they are old they will not turn from it.” **Proverbs 22:6**

STAFF WELLBEING POLICY

Adopted	J. Hackney
Committee	Resources
Review Date	September 2026

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show **LOVE** in our relationships and a **RESPECT** for all. We foster **HOPE** within our community and encourage children to find **PEACE** by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote **POSITIVITY**, celebrate **COURAGE**, demonstrate **RESPONSIBILITY** and share **JOY** through...

‘Learning, loving, laughing in the light of Jesus’.

Contents:

Statement of intent

1. Aims of the policy
2. Roles
3. Actions to support new staff
4. Procedures for handling issues of wellbeing
5. Procedures to promote staff wellbeing

Statement of Intent

Forsbrook Church of England Primary School endeavours to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance.

Forsbrook Church of England Primary School is committed to ensuring that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. Staff wellbeing is supported through termly **supervision sessions**, providing opportunities to discuss workload, professional development, and wellbeing needs.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently, and that support is available for mental health and stress management, including access to internal and external resources.

Aims of the policy

- 1.1 To develop a healthy, motivated workforce who are able to deliver a high standard of education to pupils.
- 1.2 To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- 1.3 To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices, including remote working where appropriate, without damaging opportunities for pupils to succeed.
- 1.4 To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- 1.5 To respond sensitively to external pressures which affect the lives of staff members.
- 1.6 To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
- 1.7 To improve staff development, co-operation and teamwork by creating effective leaders.
- 1.8 To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.
- 1.9 To provide structured termly supervision that links to personal development, workload management, and support for mental health.

Roles

The governing body:

- 2.1.1 Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- 2.1.2 Will adopt the appropriate policies in respect of 'family friendly' employment, including

consideration of part-time working, flexible working patterns, or remote working where appropriate.

2.1.3 Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.

2.1.4 Will provide a range of strategies for involving staff in the school decision-making processes.

2.1.5 Will review the demands on staff, including workload and communication practices, and seek practical solutions wherever possible.

2.1.6 Will provide personal and professional development such as stress management, team building, and wellbeing initiatives.

The Headteacher:

2.2.1 Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

2.2.2 Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress.

2.2.3 Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons.

2.2.4 Will ensure that there is clear communication between staff and management with regards to all areas of school life, and manage expectations of digital communication outside school hours.

2.2.5 Will create reasonable opportunities for employees to discuss concerns, including mental health and workload, and will encourage openness without stigma.

2.2.6 Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.

2.2.7 Will monitor and review any measures that are planned, and assess their effectiveness through staff feedback and wellbeing surveys.

2.2.8 Will conduct risk assessments for work-related stress in consultation with senior staff.

2.2.9 Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

2.2.10 Will participate in termly supervision sessions to ensure staff receive structured guidance and support.

Staff members:

2.3.1 Will make themselves aware of the school's policies and ensure that these are adhered to.

2.3.2 Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

2.3.3 Will ask their Line Manager for help or support if required, and engage fully in termly supervision to discuss wellbeing, workload, and professional development.

2.3.4 Will identify opportunities for development and take advantage of those offered by the school.

2.3.5 Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.

2.3.6 Will share their views, ideas, and feelings about all issues concerning the school at formal meetings and informal gatherings.

Procedures to promote staff wellbeing

- Twice weekly communication via staff meetings and morning staff briefings.
- Additional communication via email/notice board where necessary, respecting workload boundaries.
- Continuing professional development for all staff.
- Performance management linked to **termly supervision** sessions.
- All staff encouraged to contribute to the School Development Plan during staff meetings.
- All staff invited to staff meetings/INSET days.
- Recognition on staff birthdays/special occasions.
- Staff room to relax, work, and support colleagues.
- PPA time is taken from home.
- Leaders have designated leadership time plus additional 'gain' time where necessary.
- Time given for special events e.g., child's sports day.
- Health & Safety board in staff room provides information about services that can be accessed if needed.
- A day in lieu for running a club all year.
- All staff will engage with termly supervision, linking to personal development, wellbeing, and workload management.
- Open door policy where problems/issues (personal or professional) can be shared with Headteacher.
- Access to external mental health support and counselling services.