



eastbury
primary
school
Succeeding together

Eastbury Primary School Wellbeing Policy

Date Reviewed: Autumn 2023
Date of Next Review: Autumn 2025



Succeeding together

Staff Wellbeing Policy

Aim of the Policy

- support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- provide a supportive work environment for all staff
- acknowledge the needs of staff, and how these change over time
- allow staff to balance their working lives with their personal needs and responsibilities
- help staff with any specific wellbeing issues they experience
- ensure that staff understand their role in working towards the above aims
- consider the needs of individuals on a 1:1 basis
- create an environment where wellbeing is part of daily practice

Role of all staff

All staff are expected to:

- treat each other with empathy and respect
- keep in mind the workload and wellbeing of other members of staff
- support other members of staff by providing practical assistance or emotional reassurance
- speak honestly about their wellbeing and let other members of staff know when they need support
- utilise support available when work or home life is impacting wellbeing
- contribute positively towards morale and team spirit
- use shared areas respectfully, such as the staff room or shared spaces

Role of Middle Leaders

Middle Leaders are expected to:

- monitor workloads, be alert to signs of stress and regularly talk to staff about their work/life balance
- maintain positive relationships with their staff and value them for their skills and contributions
- feature discussion of wellbeing as part of line management meetings
- provide a non-judgemental and confidential support system to their team
- promote information about, and access to, external support services
- help to arrange personal and professional development training where appropriate

Role of SLT

SLT are expected to:

- make sure new staff are given a thorough induction programme and feel able to ask for help
- lead in setting standards for conduct, including how they treat other members of staff and being respectful of agreed working hours
- manage a non-judgemental and confidential support system for staff
- listen to the views of staff and involve them in decision-making processes, including consideration of any workload implications of new initiatives
- communicate new initiatives effectively to all members of staff to ensure they feel included and aware of any changes occurring
- produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- provide resources to promote staff wellbeing, such as training opportunities
- promote information about and access to external support services
- organise extra support during times of stress, such as Ofsted inspections
- welcome suggestions and give feedback
- keep in touch with staff if they are absent for long periods and conduct return to work interviews to support staff back into work
- conduct exit interviews with resigning staff to help identify whether any wellbeing issues lead to their resignation

Role of the Headteacher

Creating a positive and supportive atmosphere throughout the school. The Headteacher will:

- operate an open door policy for all staff
- monitor the wellbeing of staff through regular surveys and structured conversations
- make sure that the efforts and successes of staff are recognised and celebrated
- make sure accountability systems are based on trust and professional dialogue
- regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- ensure that all policies that affect staff wellbeing are adhered to and reviewed
- monitor staff attendance data
- appraise the governing board of issues to do with staff wellbeing

Role of the Local Governing Body (LGB)

The LGB is expected to:

- make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- monitor and support the wellbeing of the Headteacher
- make decisions and review policies with staff wellbeing in mind, particularly in regard to workload
- be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- ensure that resources and support services are in place to promote staff wellbeing
- ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

Managing specific wellbeing issues

The school will support and discuss options with any member of staff who raises wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives. Where possible, support will be given by middle leaders or senior staff. At all times, the confidentiality and dignity of staff will be maintained. This could be through:

- reassessing their workload and deciding what tasks to prioritise
- giving staff time off to deal with a personal crisis
- arranging external support, such as counselling or occupational health services
- the flexible working hours policy aims to cater for the needs of all staff and wherever possible
- the Headteacher supports requests from staff for reduced/part time working where personal circumstances mean that it would improve their work/life balance
- completing a risk assessment and following through with any actions identified
- phased return/altered hours after absence