Evolve Academy Staff Wellbeing Policy

1. Aims

This policy aims to:

• 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 as they change over time
• Allow staff to balance working lives with personal responsibilities
• Help staff with any specific wellbeing issues
• Ensure staff understand their role in promoting wellbeing

2. Always Promoting Wellbeing

"An ounce of prevention is worth more than a pound of cure."

Role of All Staff

All staff are expected to:

• Treat each other with empathy and respect
• Be mindful of the workload and wellbeing of colleagues
• Support colleagues experiencing stress
• Report honestly about their wellbeing
• Contribute positively to morale
• Use shared areas respectfully
• Engage in wellbeing-related CPD
• Raise issues about wellbeing or workload

Role of Line Managers

Line managers are expected to:

• Maintain positive relationships with staff
• Provide non-judgemental and confidential support
• Monitor workload and wellbeing
• Handle concerns sensitively
• Adjust work expectations during personal crises
• Promote access to external services
• Maintain contact during staff absence
• Conduct return-to-work and wellbeing support meetings

Role of Senior Staff

Senior staff will:

- Set realistic expectations
- Model positive professional behaviour
- Ensure accountability systems are proportionate
- Review workload regularly
- Keep job descriptions updated
- Listen to staff and involve them in decisions
- Communicate changes clearly
- Recognise and celebrate staff success
- Provide resources and training for wellbeing
- Provide additional support during high-pressure periods
- Promote access to SmartClinic occupational health services

Role of the Governing Board

The governing board will:

- Ensure the school fulfils its duty of care
- Monitor wellbeing of the headteacher
- Ensure resources and support systems are available
- Prioritise wellbeing in policy decisions
- Be reasonable in information requests
- Ensure clarity around monitoring visits

Managing Specific Wellbeing Issues

We support staff experiencing personal or work-related difficulties through:

- Flexible or alternative working arrangements
- Workload adjustments
- Behaviour or classroom support
- Counselling or therapy
- SmartClinic occupational health services
- Individual wellbeing risk assessments

All concerns are handled confidentially and sensitively.

Monitoring Arrangements

This policy will be reviewed annually.

Monitoring informs improvement, including:

- Staff surveys
- Absence patterns
- Feedback from staff and leaders

Links to Other Policies

This policy links to:
• Appraisal Policy
• Behaviour Policy
• Capability Procedure
• Staff Code of Conduct
• Student Mental Health and Wellbeing Policy

Staff Wellbeing Charter

Evolve Academy commits to:
• A supportive and safe working environment
• Sustainable workload expectations
• Open communication and staff voice
• Professional respect and dignity
• Access to CPD and wellbeing training
• Early help and intervention
Staff commit to:
• Respecting colleagues and contributing to positive culture
• Communicating openly about wellbeing
• Taking responsibility for self-care and seeking help early

Staff Wellbeing Referral Pathway

Step 1: Staff member identifies a concern.

Step 2: Informal conversation with line manager or senior staff.

Step 3: Staff Wellbeing Support Form completed.

Step 4: Decision on support pathway:
• Internal support adjustments
• External services (SmartClinic)
• Counselling or therapy referrals

Step 5: Monitoring and review until support is no longer required.

Self-referral options are also available for staff to request support without going through a line manager.

Appendix: Simple Flowchart

STAFF WELLBEING REFERRAL FLOWCHART

1. Staff identifies concern
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2. Speak to Line Manager / SLT
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3. Complete Wellbeing Support Form
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4. Decision on Support Pathway
• Internal adjustments
• SmartClinic referral
• Counselling support
↓
5. Monitoring & Review
↓
6. Support ends when wellbeing improves