



Staff Wellbeing policy

Adopted:	Autumn 2025
Next Review:	Autumn 2028
Governing Committee:	Finance and wellbeing Committee

1. Statement of Intent

This policy outlines our commitment to promoting and supporting the well-being of all staff members at Ferndale Primary. We believe that a healthy and positive work environment is essential to ensuring that our staff can provide the best care and education to our pupils. We recognise that the well-being of our staff directly impacts the well-being of our students and the overall success of the school community.

2. Aims

- Develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils
- 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
- Recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on working practices where possible without damaging opportunities for pupils to succeed
- Communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly
- Respond sensitively to external pressure which affect the lives of staff members
- Provide staff with support to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via eg training, drills
- Improve staff professional learning, co-operation and teamwork by creating effective leaders
- Make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

3. Key Principles

- **Respect and Recognition:** Every staff member is valued for their contributions to the school's success. We aim to foster a culture of mutual respect and appreciation in line with our core values of honesty, respect, equality and teamwork.
- **Work-Life Balance:** We encourage all staff to maintain a healthy balance between their work responsibilities and personal lives, recognising that this balance is crucial for long-term well-being.
- **Mental Health Support:** We will take active steps to address the mental and emotional well-being of our staff, offering support and resources for those facing challenges.
- **Open Communication:** We promote a culture where staff feel safe to share concerns and ideas with leadership, and where feedback is actively sought and acted upon.
- **Professional Learning:** We are committed to continuous learning and development, ensuring that staff have access to opportunities for growth in a supportive environment.

4. Strategies for Promoting staff well-being.

a) Workload management

- Aim for workloads to be manageable, and that staff are not overloaded with tasks that could compromise their well-being. Senior leaders will listen to feedback and Governors offer their support also. Use of DfE resources support this.
- School has adopted a live marking policy to limit teacher marking books out of lesson time using TLAC principles- see Teaching and Learning policy and Marking policy.

- Scheduled regular planning and preparation (PPA) time for teaching staff, which can be taken at home, subject to agreement from the Headteacher, including allocated time for collaborative planning and reflective practice.
- Avoid excessive demands outside of contracted hours, ensuring that meetings, events, and activities are necessary and purposeful. This is in line with teachers, pay and conditions document.
- Teachers are given additional time for administrative tasks such as: data input, time for moderation of work and data and report writing.

b) Mental health and emotional support

- All staff have access to the employee assistance scheme to access for support if and when necessary. The link for the site is www.carefirst-lifestyle.co.uk. The EAP's contact number is **0808 168 2143** for colleagues who may wish to gain free advice, support and counselling. The Username is: **sandwellschools**. The Password for is: **schools1234**
- Provide stress/ mental health awareness training or support for all staff, including identifying signs of stress, burnout, and how to seek help.
- Appoint a wellbeing Governor who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school.
- Encourage an environment of openness where mental health concerns can be discussed without fear of stigma or discrimination.
- The staffroom environment is a positive environment where staff can relax and socialise. This includes a noticeboard that promotes awareness or support.
- The head teacher or a trusted SLT adult will conduct stress risk assessments for work-related stress in consultation with staff, make individual suggestions/adaptations and referrals to occupational health when necessary.

c) Physical health

- Ensure that staff have access to comfortable and ergonomic workspaces.
- Staff using continuous display screen equipment (DSE) for a number of hours a day, will complete a workstation assessment annually.

d) Flexible working

- Where possible, support flexible working arrangements, including part-time hours, job sharing, and working from home (for administrative roles, where appropriate or for teachers' PPA).
- Allow for flexibility where possible to accommodate personal needs, family responsibilities, or external commitments.

e) Recognition and Appreciation

- Celebrate staff achievements through formal and informal recognition through acknowledgment during staff meetings/emails/training.
- Ensure that staff are thanked and appreciated for their hard work, particularly during challenging times (e.g., after major events, working towards an award, or during periods of heavy workload).

- Other incidental actions eg Headteacher advent calendar, children giving stickers, time during training days, allotting training days to support end of term/year finishing eg working the time during the year, providing the calendar in advance for feedback- see wellbeing wheel.



f) Positive working relationships

- Foster a collaborative and supportive culture where staff work together as a team and feel comfortable seeking help from one another.
- Promote inclusivity and diversity within the staff body and ensure that all staff are treated with dignity and respect.
- Weekly staff briefings, minuted for those who can't attend.

5. Support for specific needs

- **New Staff:** Provide induction programs for new staff members that include an introduction to support within the school.
- **Staff with Long-Term Illness or Disability:** Support staff who are managing long-term health conditions by offering reasonable adjustments to their workload or working conditions where possible.
- **Returning to Work after Absence:** Provide a structured and supportive reintegration plan for staff returning from extended leave, including sick leave or maternity/paternity leave.

6. Staff Involvement and Feedback

- Encourage staff to actively participate in decisions affecting their well-being by providing feedback through surveys, informal check-ins or one-to-one meetings, where action can be taken on areas for improvement.
- Ensure a well-being governor can talk to staff members across the school to ensure a broad perspective on staff well-being issues.

7. **Training and Development**

- Provide staff with training on topics within mental health/stress management, resilience building, and other skills that can support well-being both in and out of the workplace.
- Offer opportunities for career development and growth, including access to training courses, leadership development programs, and coaching.

8. **Monitoring and Evaluation**

- This policy will be reviewed every 3 years taking account of any feedback, survey results and government guidance.

9. **Confidentiality**

All discussions related to staff well-being concerns will be handled with strict confidentiality. We respect the privacy of our staff and will only share information with appropriate individuals (such as HR or medical professionals) with the consent of the staff member, unless there is a safeguarding concern.

10. **Roles and Responsibilities**

- **Headteacher/SLT:** Responsible for promoting and leading staff well-being initiatives, ensuring that policies and practices are implemented, and that staff feel supported. Responsible for providing guidance on health and well-being resources, supporting staff with concerns, and overseeing the implementation of flexible working arrangements.
- **All Staff:** Responsible for looking after their own well-being, seeking help when needed, and supporting colleagues in maintaining a positive working environment.