



STAFF WELLBEING POLICY



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Contents

1. Aims	2
2. Promoting wellbeing at all times	2
3. Managing specific wellbeing issues	5
4. Monitoring arrangements	5
5. Links with other policies	5

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, 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

2. Promoting wellbeing

The school is committed to fostering a positive culture of staff wellbeing, recognising that a supported and valued workforce is essential to achieving the best outcomes for pupils. Staff wellbeing will be actively monitored and promoted throughout the academic year through a range of measures designed to support physical, emotional and professional wellbeing.

This includes:

- > An open-door and approachable leadership culture, where staff are encouraged to raise concerns, seek support and discuss challenges at an early stage. Senior leaders will work collaboratively with staff to identify solutions, remove barriers where possible and foster a culture of trust, respect and shared responsibility for wellbeing.
- > An annual staff wellbeing survey to gather feedback, identify areas for development and inform future wellbeing priorities.
- > A programme of wellbeing initiatives aimed at strengthening collaboration, positive relationships and a sense of belonging across the school staff community.
- > Regular signposting to support available through the Employee Assistance Programme and other professional wellbeing services.
- > Voluntary half-termly staff social and wellbeing events to encourage connection, team building and staff morale.
- > The provision and maintenance of clean, welcoming and nurturing staff facilities, including the staffroom and other shared spaces, to support staff welfare.
- > An annual wellbeing day for every member of staff, enabling dedicated time to focus on personal wellbeing.
- > Where operationally feasible and appropriate to the role, opportunities for certain work-related tasks to be completed off-site to support flexible working arrangements.

- > Regular professional supervision for all Early Years staff and half-termly supervision sessions for Deputy Designated Safeguarding Leads (DDSLs), providing opportunities for reflection, support and professional development.
- > Dedicated leadership time for staff with core curriculum leadership responsibilities, particularly in core subjects and identified school improvement priorities.
- > Ongoing consideration of workload, professional development and staff voice when making decisions that impact the workforce.

The school recognises that effective workload management is essential to staff wellbeing, retention and professional success. Leaders will support all staff, particularly those new to role, to develop strategies for prioritising tasks, managing competing demands and working efficiently.

This support may include:

- Helping staff to prioritise tasks according to urgency, impact and statutory requirements.
- Providing clear expectations and timelines to support effective planning and organisation.
- Supporting staff to break down larger tasks into manageable steps.
- Regular check-ins with line managers to review workload and identify pressures at an early stage.
- Coaching and guidance on time management, planning and organisation.
- Encouraging staff to focus on high-impact activities and avoid unnecessary workload.
- Providing exemplars, templates and shared resources to reduce duplication of effort.
- Ensuring additional responsibilities are introduced gradually and proportionately.
- Supporting staff to establish healthy working practices and maintain appropriate work-life balance.
- Helping staff to identify when support is needed and giving them confidence to seek assistance.
- Reviewing workload where concerns arise and making reasonable adjustments where appropriate.

This list is not exhaustive, and the school will continue to review and develop its wellbeing offer in response to staff feedback, emerging needs and organisational priorities. The effectiveness of wellbeing provision will be monitored regularly to ensure a supportive, inclusive and sustainable working environment for all staff.

2.1 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
- > Report honestly about their wellbeing and let other members of staff know when they need support
- > Contribute positively towards morale and team spirit
- > Use shared areas respectfully, such as the staff room or offices

2.2 Role of line managers

Line managers are expected to:

- > Maintain positive relationships with their staff and value them for their skills.

- > Take any complaints or concerns seriously and deal with them appropriately using the school's policies
- > Monitor workloads and be alert to signs of stress
- > Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- > Promote information about, and access to, external support services
- > Help to arrange personal and professional development training where appropriate
- > Monitor staff sickness absence, and have support meetings with them if any patterns emerge
- > Conduct return-to-work interviews to support staff back into work
- > Offer to conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation

2.3 Role of senior leaders

Senior staff are expected to:

- > Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- > Manage a non-judgemental and confidential support system for staff
- > Monitor the wellbeing of staff through regular surveys and structured conversations
- > Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- > Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- > Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- > Establish a clear policy on out-of-hours working, including on when it is and isn't reasonable for staff to respond to communications, and provide clear guidance to all stakeholders
- > Make sure that the efforts and successes of staff are recognised and celebrated
- > 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, and make sure that there are clear routes in place to escalate a concern in order to access further support

2.4 Role of the governing board

The governing board 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 Head of School and Executive Head
- > Ensure that resources and support services are in place to promote staff wellbeing
- > 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 staff are clear about the purpose of any monitoring visits and what information will be required from them

3. Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- > Arranging external support, such as counselling or occupational health services
- > Completing a risk assessment and following through with any actions identified
- > Reassessing their workload and deciding what tasks to prioritise

4. Monitoring arrangements

This policy will be reviewed annually

5. Links with other policies

This policy is linked to our:

- > Appraisal policy
- > Behaviour policy
- > Staff Supervision Policy
- > Health and Safety
- > Staff code of conduct

