



Wellbeing Policy

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Written by	Abigail Oliver Headteacher
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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

Promoting wellbeing at all times

Role of all staff

All staff are expected to:

- Treat each other with kindness, empathy and respect, through our actions and words
- Contribute positively towards morale and team spirit, including maintaining a positive, welcoming and calm atmosphere in shared areas such as the staffroom
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let Senior Leaders know when they need support
- Take part in training opportunities offered that promote their wellbeing, where possible

Role of Senior Leaders and Line Managers

Senior Leaders and Line Managers are expected to:

- Maintain positive relationships with all staff and value them for their skills
- Lead in setting standards for conduct, including how they treat/speak to and about other members of staff
- Lead by example when it comes to managing their own wellbeing and work/ life balance
- Provide a non-judgemental and confidential support system to their staff
- 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, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- Keep in touch with staff if they're absent for long periods
- 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
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes
- 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
- 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

- Organise extra support during times of stress, such as when experiencing challenging behaviour, Ofsted inspections, safeguarding case involvement or at busy times in the year such as report writing

Role of the governing body/Interim Executive Board

The governing body/Interim Executive 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 headteacher
- 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 regards 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

Communication through email:

We understand that everyone likes to work at different hours, but that it is difficult to switch off if you receive an email related to any aspect of work in the evening, or at the weekend. Staff will be encouraged to not link their email to their personal phone/watch and are not expected to read or respond to emails sent outside school hours by other school staff, professionals, parents or other person.

WhatsApp groups

There is a Woodlea Staff WhatsApp group for social messages or as an extra way to notify staff of an urgent change to the day (in addition to email). Staff are encouraged to silence notifications until the time in the morning that they have started work, as this varies for different staff.

Meetings

Meetings, including staff meetings, will only take place if there is a clear agenda and a need to hold the meeting. Staff meetings happen once a week on a set day and should not last more than one hour. If meetings are longer, such as when there is an external training provider, time will be adjusted in future meetings to accommodate this. Staff who have childcare or other family commitments are not expected to stay beyond the hour.

School Diary

All meetings and events must be added to the school diary, so that staff can plan their week. We will try as much as possible not to book meetings during a member of staff's PPA.

Meetings

If there is a late event during the week, there will be no staff meeting.

Parent consultations and meetings with parents at other times

Formal parent consultations take place twice each year and are for 2 sessions. Senior leaders will be available throughout these to ensure that staff are supported with any challenging conversations. Senior leaders will attend/host meetings where staff need support with challenging conversations with parents.

School Events organised by FOWS

Staff are asked to volunteer for these events, but it is made clear that this is not compulsory.

Report Writing

Teachers are given report deadlines well in advance. The report format is reviewed annually to make sure that they are efficient and do not put unnecessary workload pressure on staff.

Policies and Procedures

Policies are reviewed to reflect best practice and legal requirements but are also reviewed with the question, “How will this impact on wellbeing and workload?” Examples of changes made include our Feedback policy to reduce marking.

Working from home

- Teachers and HLTAs have the option to complete their PPA at home and may take their work home straight after school, should they prefer to do so.
- All staff are encouraged to make full use of their lunch break to relax, go home/sit outside in the woodland/go for a walk and take a break from their work.
- The SENDCo may work from home one afternoon or morning each week and can take their work home straight after school, should they choose to do so.
- The Senior Administrative Assistant will work from home one afternoon or morning each week, or one full day every other week, and can take their work home straight after school, should they choose to do so.
- The Headteacher may work from home for one full day every other week, or for half a day every week. They will leave at 4pm at least one day a week.

Wellbeing Team

The school will be creating a wellbeing team made up of staff, governors and pupils. They will reflect on any suggestions made and offer solutions to improve school wellbeing.

Supporting Staff

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:

- Giving staff time off to deal with a personal crisis
- 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

At all times, the confidentiality and dignity of staff will be maintained.

The NHS has a number of useful links to support mental health and well-being: www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines. The NHS has further advice available at: www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing