

Unlocking the Potential of Every Child

Staff Wellbeing Policy 2020-2021

Revised: September 2021
Review Date: September 2022

Statement of intent

Safa British School wants to ensure that all staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance.

Safa British School is committed to making sure that this *Staff Wellbeing Policy* is implemented so that everyone is able to cope successfully with the demands in their lives, whatever the cause of stress.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Aims of the policy

This document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life. This policy aims to:

- 1.1 To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- 1.2 To help ensure that our school promotes the health and wellbeing of all the staff members, recognizing the impact work can have on employees' stress levels, mental and physical health.
- 1.3 To recognise that excess hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed.
- 1.4 To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- 1.5 To respond sensitively to external pressures which affect the lives of staff members.
- 1.6 To provide staff with training to deal positively with stressful incidents and provide them with a sense of confidence to deal with emergencies via training.
- 1.7 To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

Roles

2.1 The governing body:

- 2.1.1 Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- 2.1.2 Will provide a range of strategies for involving staff in school decision making processes.
- 2.1.3 Will review the demands on staff and seek practical solutions wherever possible.
- 2.1.4 Will provide personal and professional development such as stress management, team building, etc.

2.2 SLT

- 2.2.1 Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- 2.2.2 Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress.
- 2.2.3 To improve the school's effectiveness by actively reducing staff absenteeism and turnover.
- 2.2.4 To develop a more motivated workforce, with high morale, even more capable of delivering a better education for the students.
- 2.2.5 To improve teamwork, staff development and cooperation by effectively distributing leadership and creating new leaders.
- 2.2.6 To recognise that excessive hours of work do not equal commitment but might reduce staff effectiveness.
- 2.2.7 Will designate an Assistant Principal (Pastoral) and appoint a Mindfulness Co-ordinator who are collectively responsible for ensuring that the good health and wellbeing of all staff members is supported promoted and valued by the school. In conjunction they will also ensure that school policies and procedures reflect this aim.
- 2.2.8 Will make individual interventions such as short -term rehabilitation and return to work plans, and longer-term reasonable adjustment to work.

2.3 Staff Members

- 2.3.1 Will make themselves aware of the school's policies on Wellbeing.
- 2.3.2 Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
- 2.3.3 Will ask their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put into place to manage workloads.
- 2.3.4 Will identify opportunities for development and take advantage of those offered by the school.
- 2.3.5 Will apply for any request for leave of absence in advance and be honest about sickness absence leave requests.

2.3.6 Will do all they can to keep themselves healthy and look after themselves.

2.3.7 Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

Procedures to promote staff wellbeing

- Monthly communication with line managers to communicate wellbeing.
- Continuing professional development for all staff.
- All staff to attend CPD days
- Staff motivational challenges

Monitoring and Evaluation

- Staff will be asked to regularly monitor their own worklife balance and to report any concerns to the Principal.
- The Governing body have a responsibility to ensure that the Principal manages an acceptable work-life balance. This includes providing administrative and leadership support and leadership and management time for the head Principal.
- The Governors will regularly review their own practices and consideration to staff workload.
- The Principal has a duty to monitor their own work-life balance, modelling good practice and reporting concerns to the Governing body.