



'OPENING DOORS OF  
OPPORTUNITY TOGETHER'

## STAFF WELLBEING POLICY

FEBRUARY 2025



## Staff Wellbeing Policy

### Introduction

Our Mission Statement is as follows:

*Meadow Bridge Primary School aims to foster a safe, happy, and caring environment where each child's personal development is nurtured. Every child's educational journey is enhanced and their lives enriched through stimulating learning experiences. Equal emphasis will be placed on pastoral care and on ensuring each individual reaches his or her academic potential, equipping them for the future.*

With school's Mission Statement in mind, it is recognised that in supporting the children in school to enable them to reach their full academic potential, it is also important that staff feel supported as there is a direct correlation between the wellbeing of staff and the wellbeing of pupils, and ultimately the children's academic success and their confidence as individuals.

In relation to staff, Meadow Bridge advocates a proactive approach to managing physical and mental health issues at work, with everyone working together as a whole but being mindful that, ultimately, staff are responsible for their own wellbeing and recognising when and how to seek help and counsel, when required.

It is Meadow Bridge policy that all staff have the opportunity to express their views, have their suggestions for improvements taken seriously, and are encouraged to manage their workload within a culture that supports a healthy work-life balance.

### Purpose of this Policy

The purpose of this policy is to ensure that staff embrace the many school practices that support staff health and wellbeing to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. The policy outlines some of the ways in which school is committed to maintaining staff wellbeing and recognises that each individual member of staff and their circumstances are different but it provides an overview of the basis on which everyone can contribute and expect to be treated.

This policy accepts the Health and Safety Executive definition of work-related stress as "the adverse reaction a person has to excessive pressure or other types of demand placed on them". There is an important distinction between 'reasonable pressures' which stimulate and motivate, and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

## Aims

The Governing Body and school's Senior Leadership Team, along with Miss Angela Campbell (Staff Wellbeing Lead), are committed to fostering a culture of co-operation, trust, and mutual respect, where all individuals are treated with fairness and dignity and can work at their optimum level.

It is also recognised that work-related stress has a negative impact on staff wellbeing and can take many forms, therefore needing to be carefully analysed and addressed at an organisational level.

This Staff Wellbeing Policy expands upon school's Health and Safety Policy, setting out how school will promote the wellbeing of staff by:

- Creating a working environment where potential work-related stressors are understood and mitigated as far as practically possible through good management practices, effective policies, and staff development.
- Increasing SLT and staff members' awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Engaging with staff to create constructive and effective working partnerships, both within teams and across the school.
- Establishing working arrangements whereby staff feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work effectiveness as a means of reducing their own stress and that of their colleagues.

## Responsibilities for implementing the Staff Wellbeing Policy

### **The Principal and the school's senior leaders will:**

- Work towards an ethos where everyone is valued, where respect, empathy, and honesty are the cornerstones of school relationships and where health and wellbeing are held central to school practice. All staff are expected to show respect and empathy for each other and to treat confidential information sensitively and according to school policy.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting staff on any changes to management structures and working arrangements at both a school-wide and year-group level.
- Ensure that there is good communication within school and that there are opportunities for individuals to raise concerns about their work, seeking advice from Mr Ball, SLT, Miss Campbell (Staff Wellbeing/Pastoral Lead), outside agencies, Human Resources, unions, or available counselling services (Inspire) and Michelle (school councillor).

- Regularly check in with staff, thank and encourage them, and offer praise when it is due.
- Co-operate with Staff Wellbeing Lead (Miss Campbell) and School Safety Officer (Ms Stirling) to ensure that risk assessments are undertaken for roles or working practices that may give rise to work-related stress and poor wellbeing.
- Encourage staff to participate in activities undertaken by school to promote wellbeing and more effective working and disseminate new information or ideas to help manage staff stresses and promote good wellbeing.

Mr Ball will implement these responsibilities with the support of appropriate staff, ie Staff Wellbeing Lead, Wellbeing Champion and SLT, who will strive to be positive role models through their own practices.

**Staff will:**

- Treat colleagues and others they interact with during the course of their work with fairness, consideration, and respect.
- Co-operate with school's efforts to implement the *Staff Wellbeing Policy*, attending briefings and raising their own awareness of the causes and effects of stress and poor wellbeing.
- Raise concerns with the Principal or Vice-Principal if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing.
- Be liable for their own health and wellbeing as far as is practically possible.
- Take care of their own health and safety at work and communicate with key staff where they need support.
- Take responsibility for working effectively in their assigned roles, supporting others as appropriate.

**Wellbeing Champion will:**

- Determine the *Staff Wellbeing Policy* and recommend its adoption.
- Consult with staff and monitor the implementation of the *Staff Wellbeing Policy* and the operation of associated arrangements such as the staff counselling service, INSPIRE, or Meadow Bridge Counsellor, Michelle.
- Co-ordinate and deliver appropriate training and briefings to increase awareness of the causes and effects of work-related stress among all staff.
- Organise appropriate activities to promote health and wellbeing and to create a pleasant working environment, eg Friday treat and celebrating staff birthdays, both of which promote unity, inclusion, and positivity.
- Organise staff questionnaires in relation to wellbeing and work-related stress (as and when required).
- Review the *Staff Wellbeing Policy* on a two-yearly basis, following feedback from staff surveys and consultation with the Senior Leadership Team, updating the policy as appropriate.

### **Other examples of good practice may include:**

- Providing lunch and refreshments for INSET training.
- Holding designated health and wellbeing sessions.
- Thanking and encouraging staff for their hard work.
- Continually reassessing marking and planning/workloads.
- Avoiding holding unnecessary meetings after school – keeping staff meetings and KS meetings to a restricted time.
- Celebrating staff achievements.
- Providing pastoral services – drop-ins and confidential yearly reflective sessions with Mr Ball.
- Spaces for staff to be able to meet, relax, and work quietly.
- Making refreshments available to staff.
- Providing creative opportunities for building morale and promoting wellbeing (eg cake/fruit days, shared lunches).

### **Arrangements for implementing the Staff Wellbeing Policy**

At whole-school level, a wellbeing questionnaire will be used as a baseline assessment to gain an insight into staff morale and views. This will then be used to inform our direction and establish whether there are any gaps identified in school's policies and procedures, and staff wellbeing, that need to be addressed.

### **Consultation and Communication**

- Staff surveys and other tools will be used to gather feedback on staff wellbeing.
- The *Staff Wellbeing Policy*, and measures taken by school to manage work-related stress, will be communicated and promoted in school.

### **Related policies**

This policy should be read in conjunction with policies for:

- Health and Safety.
- Attendance Management and Procedure.

## Appendix

**Examples of factors which currently assist with staff wellbeing in Meadow Bridge are as follows:**

- **Language** – to be aware of the language that we use and how we say things to each other.
- **Communication** – to encourage staff to talk to others about their concerns.
- **Communication in Practical ways** to alleviate potential stresses – eg good communication regarding practical arrangements in school to help prevent confusion from week-to-week, eg introduction of our Weekly Timetable whiteboard in staff room.
- **Trust** – to develop a supportive process in which staff can talk to each other in an open, honest way, and in the setting of an unofficial Trusted Colleague Network.
- **Praise** – acknowledging successes in school (these are discussed on two or three occasions per year in a staff meeting at the end of term) and giving encouragement to each other when we notice positive outcomes.
- **Staff training opportunities** - allowed, encouraged, and often facilitated by Mr Ball, as he often takes the class on the day of the course.
- **SDP** – is discussed and worked on as a whole team approach so that staff feel valued, as contributors to the direction in which school is going.
- **Staff treats and incentives** – staff look forward to a weekly Friday treat and birthdays are celebrated to show that staff are appreciated as individuals.
- **Promoting good mental health** – posters are displayed in staff room reminding staff they can avail of the INSPIRE Counselling service and can speak to Michelle, our school counsellor.
- **High 5 Friday activities** – link with Children’s Mental Health and, while promoting awareness of positivity and ways to combat anxieties within the children, staff can also learn from these as adults too.
- **Rights’ Respecting Schools** – working alongside the children and helping them understand their rights, will in turn make staff more aware of their own rights, within school.
- **Being Well Doing Well** – A whole school approach to Mental Health and Wellbeing