

School Wellbeing Policy

Star International School



Approved by: Ms.Dolly Goriawala **Date:** 01 September 2020

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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 at all times

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
- › 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 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
- › Take part in training opportunities that promote their wellbeing

2.2 Role of line managers

Line managers are expected to:

- › Maintain positive relationships with their staff and value them for their skills, not their working pattern
- › 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 and feel able to ask for help

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

- › Promote information about and access to external support services
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- › Help to arrange personal and professional development training where appropriate
- › 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

2.3 Role of SLT

SLT 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
- › Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- › 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 KHDA inspections

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 Principal.
- › 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

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:

- 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.

4. Promoting Emotional Health and Wellbeing.

The school facilitates an enhanced environment for learning through:

- Encouraging positive, caring and constructive relationships,
- The school also operates three wellbeing pillars:
 - 1- Positive relationships - to create an environment based on total trust where they learn from one another.
 - 2- Culture of Happiness - more positive communication between staff

The school enhances staff motivation, learning and professional development through:

- Curricular planning time within the school week,
- Whole school training events,
- Student progress meetings held during the school day,
- Regular performance management support meetings on a one to one basis,
- Access to appropriate external training and visits to specialists,
- Involving all staff in decision making and proposed change,
- Consultation in training and support needs through regular review with their direct line managers,
- Induction training and information to new staff,
- Providing additional support at times of particular stress, change or difficulty,
- Having a responsive and listening culture, leadership open door policy where appropriate,
- Maintaining contact with staff when they are absent,
- Providing covid-19 friendly opportunities to socialise for all staff to relax together,
- Opportunities to discuss with the Principal ship or other members of the senior leadership team any concerns or general feedback to support the wellbeing of the organisation.

The Principal ship and other senior leaders will:

- Ensure the provision of a healthy working environment,
- Take responsibility for his/her work life balance and be aware of the role model they are setting for others,
- In collaboration with leaders at all levels, set positive role models,

- › Provide pastoral/welfare support for individual staff as required,
- › Ensure that all staff are treated in a fair, sensitive and confidential manner,
- › When issues arise, discuss options appropriate to the circumstances,
- › Support as far as possible any initiatives and recommendations in relation to staff welfare with the staff welfare and wellbeing committee,
- › Promoting a safe environment through the training and implementation of the Safeguarding policy.

4. Monitoring arrangements and review

The local advisory board (wellbeing team) and Principal ship are committed to reviewing the impact of the emotional health and wellbeing policy as part of the school's strategic direction and improvement plans. This policy should be used in conjunction with other policies, including, but restricted to:

- › Performance policy,
- › Safeguarding and child protection,
- › Code of code for staff,
- › Health and safety,
- › Healthy eating,
- › Whistle blowing policy.

***This policy will be reviewed every six months. At every review, it will be approved by the Principal ship/Governing Board.**