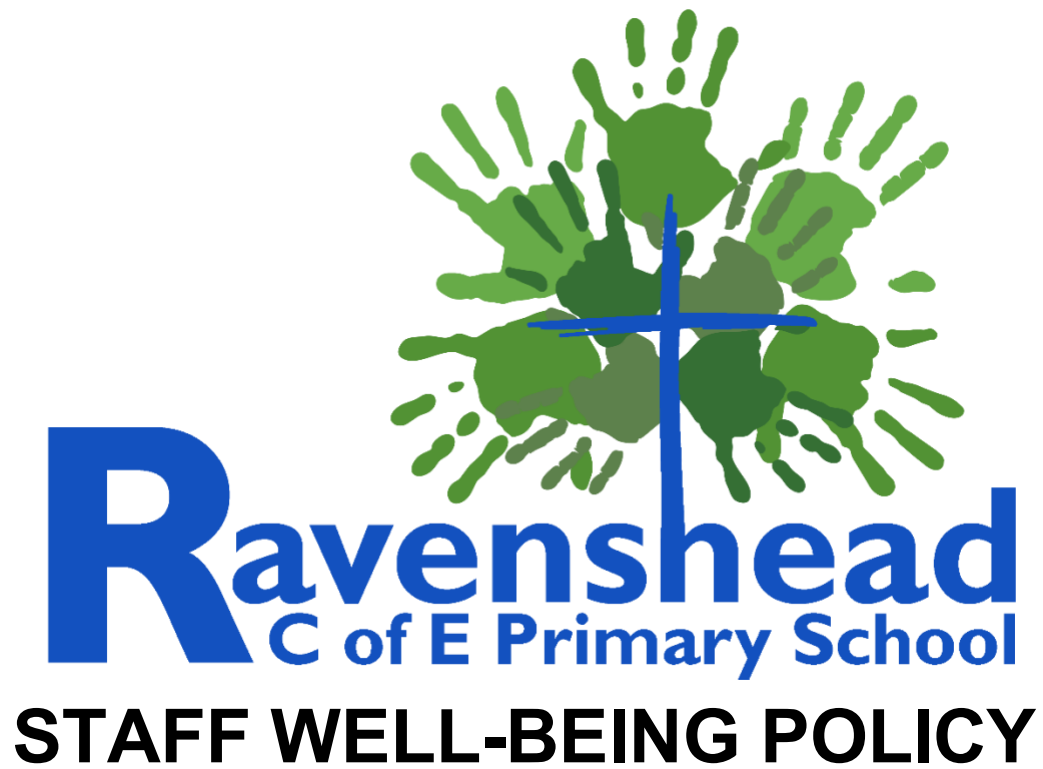




This policy was adopted: September 2021

This policy was last reviewed: October 2025

This policy will be reviewed: October 2026

Statutory policy: No

Source: Local Authority Guidance/ School

Our School Vision

Taking care, together.

Underpinning all of our core beliefs are our **Christian Values** of: Hope, Care, Community and Wisdom. These form the foundations for everything we do and are embedded across the school ethos.

In order to prepare children to become fully rounded citizens who will positively contribute to the world, we develop the children through focussing on:

- Taking care of ourselves.
- Taking care of our learning.
- Taking care of our community.
- Taking care of our future.
- Taking care with God.

Ezekiel 17:8: It had been planted in good soil by abundant water so that it would produce branches, bear fruit and become a splendid vine

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity. In biblical tradition children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are created in God's image, and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

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 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

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
- 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

Role of senior staff

The SLT wellbeing lead is Emma Johnson (Head Teacher)

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

- 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 Ofsted inspections

Role of the governing board

The wellbeing governor is Janet Castle.

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 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 with Staff:

As much as possible we ask that messages to staff are communicated via MS Teams (@AllStaff) to ensure all messages are received by all staff, at the same time.

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 in the evening or at the weekend. If you receive an email from a member of staff, there is no expectation that you reply out of school hours.

WhatsApp groups

There are 2 school WhatsApp groups:

SLT: This group is only used for members of the SLT to convey messages around staff absence/ school closure.

School group: This is an informal group where birthday wishes etc are posted. Joining this group is optional.

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 and should not last more than 1 hour. Morning briefings happen every Friday for approximately 15 minutes. Although these meetings do not have an agenda, they outline the school diary for the following week. These meetings are always recorded so staff can watch at a time convenient to them.

Work life balance

Certain events and timings of them have been planned to make sure that there is appropriate work / life balance. Examples include:

Meetings

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

Report Writing

Teachers are given allocated time to complete annual reports and tools to support the process.

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.

PPA

Teachers can take their PPA time at home.

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.

Staff are always encouraged to discuss the need for time for family events eg Child's sports day, funerals, weddings with the Headteacher. If it is possible to support and accommodate you, we will.

Monitoring arrangements

This policy will be reviewed annually by the Management Committee of Governors.