



Wildridings Primary School STAFF WELLBEING POLICY

Headteacher	Mr Brent Ellis
Chair of the Governing Body	Mr Oli Rock
Approved by FGB	27 th November 2025
Next Review	November 2028

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

At Wildridings Primary, we recognise that staff are our most important resource in developing the learning of pupils and therefore, need to be valued, supported and encouraged to develop personally and professionally. Wellbeing must be part of everyday practices and routines which are modelled, managed and led proactively.

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
- Recognition of key events for staff, such as significant birthdays, weddings or loss of a loved one.
- Where possible, emails will be sent between the hours of 7am and 6pm; there is no expectation for emails to be responded to outside of these times.

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
- Ensure staff know that they can take their PPA from home if they need to.
- 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.
- Senior Leaders will meet with every member of staff at the beginning of the academic year as part of the performance management process. During this process, specific time will be given to staff to discuss their wellbeing and support they may need
- 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
- After an absence period of 3 days or more, return-to-work interviews are carried out to support staff back into work
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation
- Point out specific policies to staff which may help to support them enabling staff to feel safe and supported if they are affected.
- Ensure staff are aware of specific services which may support them such as Food Banks, Citizen's Advice and LA supported counselling services.

2.3 Role of senior staff

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 are made
- 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
- Establish a clear policy on out-of-hours working, including on when it is and isn't reasonable for staff to respond to communications, and provide clear guidance to all stakeholders
- Place limits upon staff time in school. All staff are expected to leave early one day a week by 4:30pm at the latest. No staff should be regularly on site past 6pm.
- 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
- One staff meeting a year will be utilised for wellbeing or team building.
- Whole staff celebration events throughout the year e.g. Christmas, end of the school year, staff leaving.
- Provide resources to promote staff wellbeing, such as training opportunities

- Promote information about, and access to, external support services, and make sure that there are clear routes in place to escalate a concern in order to access further support
- Organise extra support during times of stress, such as Ofsted inspections
- Where possible, staff will be able to have an appropriate time out to attend key events in their own child's lives e.g. Sports days and assemblies. This will be in line with the Absence Policy.

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 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 regard 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. Monitoring arrangements

This policy will be reviewed every three years by a member of SLT. At every review, it will be approved by the full governing body.

5. Links with other policies

This policy is linked to our:

- Appraisal policy
- Behaviour policy
- Capability procedure
- Staff code of conduct
- Absence Policy