



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Headteacher: Mrs. M Reece

L A L E H A M L E A S C H O O L & N U R S E R Y

Staff Wellbeing Policy

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

	Date	Signed
Date reviewed	April 2024	<i>M Reece</i> Headteacher
Ratified by the Board of Governors	May 2024	<i>M Ryan</i> Chair of Governors
Date of next review	May 2027	



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MISSION STATEMENT

Recognising that Gospel values are central to the life of the school, we at Laleham Lea aim to create a loving, welcoming environment in which our children may grow intellectually, socially and emotionally; an environment in which their talents are recognised and fostered and their weaknesses treated with compassion; an environment which provides quality teaching and learning within a balanced curriculum framework and which helps every child to reach their true potential.

Together with parents, who are the first educators, we aim to lead our children towards tolerance, understanding and sensitivity to the needs of others so that they may grow up as well-balanced individuals with a strong sense of personal identity and an awareness of God's love.

Introduction

Laleham Lea School wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff mental health and well-being is important to pupil achievement and the school's performance. Laleham Lea School is committed to making sure that this Staff Well-Being Policy is implemented so that each individual 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 well-being by making sure all its employees are treated fairly and consistently.

The purpose of this policy is to provide a document that summarises the ways in which both the employer and employee can contribute to positive wellbeing in school and how this will support the aims and high standards we want to achieve for our children and community at Laleham Lea.

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.



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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.
- 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 are 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 if required (not compulsory) to help identify any wellbeing



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issues that lead to their resignation.

2.3 Role of senior staff

The Senior Leadership Team 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 ISI 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 Headteacher.



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- 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. Examples of Good Practice

- Every member of staff has access to the school's wellbeing package which offers a range of services including counselling.
- No Staff Meetings to be held the same week as a Parent's Consultations.
- Lunch provided for all staff on a daily basis.
- Dinner provided for staff on school events such as Christmas Service.
- All staff invited to INSET Days.
- Recognition of staff birthdays / special occasions.
- Staff have opportunities to enjoy socialising together through events organised.
- Continuous Professional Development needs are addressed.
- Staff room stocked with tea, coffee and biscuits from the school budget.



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- Staff can raise concerns in confidence with members of the senior leadership team.
- Performance Management/ Appraisal for all staff

Links with other policies

This policy is linked to our:

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