



Meole Brace
C of E Primary School and Nursery

Staff Wellbeing Policy

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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.
- Follow the school's policy on out-of-hours working, including guidance on when it is and is not reasonable to respond to communications.
- Contribute positively towards morale and team spirit.
- Use shared areas respectfully, such as the staffroom and 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 staff and value them for their skills, not their working pattern.
- Provide a non-judgemental and confidential support system to staff.
- Take any complaints or concerns seriously and deal with them appropriately, following the school's policies.
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance.
- Hold termly (at a minimum) one-to-one meetings to discuss professional development and targets and to provide support and guidance.
- 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.

2.3 Role of Senior Leaders

Senior Leaders 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.
- Make clear to all when it is and is not reasonable for staff to respond to communications, and provide clear guidance to all stakeholders.
- 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, 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 statutory 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.
- 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.

2.5 Key personnel

Mental Health Lead: Emma Quinn-Hill (Pastoral Support Advisor)

Mental Health First Aiders: Karen Cooke (Key Stage 2 Leader)
Hayley Lakin (Deputy Headteacher)

Wellbeing Link Governor: Hayley Lakin

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. Services and Benefits

4.1 Counselling Services

Counselling offers you an opportunity to explore and resolve difficulties you may be experiencing. It provides a safe and confidential setting with the support of a trained counsellor.

Shropshire Church of England Academies Trust and Meole Brace C of E Primary School and Nursery are committed to providing this service.

Staff who are experiencing pressures at work and/or in their personal lives are invited to seek further information:

School staff contact: **Sheri Wright** (Education Psychology Service) - **01743 258414**

Other services contact: **NOSS** (Network of Staff Supporters) - **01978 780479**
(24 hour answer phone)

Complete confidentiality is assured.

Staff may be referred to counselling through the Education Psychology Service or sessions may be held in school following a traumatic event that impacts the school community.

Meole Brace C of E Primary School and Nursery also invests in access to Nikita Fernandez Counselling and staff are able to self-refer through their line managers for supervision and group or individual counselling sessions. Senior Leaders and line managers may also recommend a member of staff undertake this supervision during or following particularly stressful or traumatic times.

4.2 Employee Benefits

Shropshire Council and Meole Brace C of E Primary School and Nursery offer a range of staff benefits from our health and wellbeing partner Vivup. These are designed to improve your physical, financial and mental health.

To access your staff benefits, you need to register on shropshire.vivup.co.uk. The platform is mobile friendly and can also be accessed on your personal devices.

4.3 Signposting

Staff will also be signposted to support services through the staffroom noticeboard and Appendix A.

5. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the full governing board.

6. Links with other policies

This policy is linked to our:

- Appraisal policies
- Behaviour policy
- Capability procedure
- Code of conduct for staff working in schools
- Flexible working policy
- Menopause policy and guidance
- Staff Handbook

Support Services

- [Shropshire Domestic Abuse Service](#) – 0300 303 1191
- [Shropshire Family Information Directory](#)
- [Shropshire Strengthening Families through Early Help](#) - 0345 678 9021