

Staff Wellbeing Policy

Signhills Academy



Approved by:

Date: November 2025

Next review due by:

November 2026

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 Signhills Academy, we monitor wellbeing through a variety of methods including wellbeing questionnaires, regular informal discussions with staff and ensuring that all staff are encouraged to talk to SLT about any issues that may require additional flexibility and/or support from the academy.

When setting Appraisal Objectives, we are sensitive to other workload commitments and personal responsibilities.

We offer staff the ability to attend key urgent appointments and to support the school life of their children/grandchildren as appropriate during the school day.

2.1 Role of all staff

- › 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, or are at risk of becoming, overwhelmed, 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 SLT

- › 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
- › Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours to model a work life balance.
- › Ensure all communication supporting wellbeing is non-judgemental and confidential
- › Monitor the wellbeing of staff through surveys and informal conversations
- › Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- › Regularly review the demands on staff to establish if all working practices are as efficient and impactful as possible.
- › Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school

- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Promote information about and access to external support services

2.3 Role of the governing body

- Make sure the academy 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

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
- 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 annually by SLT. It will be approved by the Full Governing Body.

5. Links with other policies

This policy is linked to our:

- Appraisal Policy
- Complaints Policy
- Capability Procedure
- Staff Code of Conduct