

Staff Wellbeing Policy

Approved by:	Senior Leadership Team	Date: 05.06.25
Last reviewed on:	June 2025	
Next review due by:	June 2027	

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, referring to specific wellbeing roadmaps.
- 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 and what support they need
- 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 and increase their knowledge of Mental Health.

2.2. Role of Mental Health First Aiders

- To be a point of contact for a member of staff experiencing a mental health crisis or emotional distress

- Provide non-judgemental, impartial and confidential support for staff
- Conversations must stay confidential, unless there is a safeguarding concern
- If a safeguarding concern arises related to a staff member's mental health and wellbeing, or if there is a serious ongoing concern, it must be communicated and signposted to an appropriate line manager. The member of staff must be informed before any action is taken and after each subsequent action.
- Promote information about and access to external mental health support services
- Establishing appropriate boundaries between yourself and colleagues you may be supporting
- Keeping yourself safe and well – for more information refer to your MHFA England course manual
- Following your workplace's policies and procedures on how MHFA is implemented in the workplace
- Upholding your role as a Mental Health First Aider alongside your other responsibilities
- Refreshing your skills every three years on an MHFA Refresher course.

2.3 Role of line managers

Line managers are expected to:

- Make sure new staff are checked on and feel able to ask for help
- Maintain positive relationships with their staff and value them for their skills, not their working pattern (e.g. Absence)
- Provide a non-judgemental and confidential support system to their staff
- Take any complaints or concerns seriously and deal with them appropriately using the College's policies
- Monitor workloads and be alert to signs of stress, and check in with staff about their work/life balance as appropriate using measurement scales or informal chats where possible
- Make sure new staff and staff in new roles are properly and thoroughly inducted, checked on 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
- Help to arrange individual 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

2.4 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
- Provide a supervisory process/service for MFHA within the College
- Promote a culture of wellbeing across the College
- 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 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
- Conduct 'return to work' interviews to support staff back into work

2.5 Role of the governing board

The governing board is expected to:

- Make sure the College 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 College will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at work or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Giving staff time away from work to deal with a personal crisis in line with relevant policies and in agreement with Management
- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified such as phased returns
- 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 two years by the Head of College, in collaboration with the College's Governing body and the Wellbeing Support Team.

At every review, it will be approved by the Governing body.

5. Links with other policies

This policy is linked to our:

- Policy guidance on support for staff working in a stressful environment
- Behaviour policy
- Staff code of conduct
- Safeguarding Policy



- Student Emotional Health and Wellbeing Policy
- Complaints policy
- Absence Policy
- Queensmill College Safeguarding and Child Protection Policy January 2025