

Well Being Policy

All Saints Catholic School



“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness”
(1 Cor. 12:29)

**Approved by
Chair of
Governor:**

Date:

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on:** June 2025

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by:** June 2027

All Saints Catholic School

Well Being Policy

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1. Aims

This policy aims to:

- Support the wellbeing of all staff
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these may change over time
- Allow staff to balance their working lives with their personal needs
- Help staff with a specific wellbeing issues they experience
- Ensure that staff understand their role and responsibilities in working towards the above aims

2. Promoting Well Being at all times

The Headteacher and Senior Leadership Team will work to create a culture of wellbeing at All Saints Catholic School; this will be achieved through periodic Staff Voice surveys and Well Being meetings which can identify and develop appropriate action plans befitting the need outlined.

Staff, Line Managers, Senior Leaders and Governors are all important stakeholders in this aim.

2.1 Role of All Staff

All staff are expected to:

- Treat each other with empathy, dignity and respect
- Support other members of staff by providing reasonable assistance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards staff morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in CPD / 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 demonstrable 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 need, and regularly talk to staff about their work/life balance
- Make sure new staff are inducted and are able to ask for help
- 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're absent for long periods

2.3 Role of Senior Leaders

Senior staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff
- 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 monitoring
- Regularly review the demands on staff and seek alternative solutions wherever possible and/or reasonable
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities
- Communicate new initiatives with members of staff to ensure they are 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

2.4 Role of the Governing board

The Governing board is expected to:

- Make sure the school is fulfilling its mission and duty of care as an employer
- Monitor and support the wellbeing of the Headteacher and Senior Leaders
- 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

- Ensure that staff are clear about the purpose of any visits and what information will be required from them if required

3. Managing specific Well Being issues

The school will support and discuss options with any staff that raise specific wellbeing issues for a reasonable amount of time when they can be clearly defined.

Where possible, support will be given by the Headteacher, Line Managers or Senior Leaders. This could be through:

- Giving staff compassionate leave/time off to deal with a personal issue/crisis
- Arranging external support, such as counseling 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 bi-annually by Senior Leaders, the Headteacher and Governing Body. At every review, it will be approved by the Governing Body.

5. Links with other policies:

This policy is linked to our:

- Behaviour Policy
- Capability Procedure
- Staff Code of Conduct