



WHINLESS DOWN
ACADEMY TRUST

Staff Wellbeing Policy

September 2026

Whinless Down Academy Staff Wellbeing Policy Spring 2026

1. Rationale

The Whinless Down Academy recognises that all our staff are our most important resource and they are valued, supported and encouraged to develop personally and professionally within a caring, purposeful learning community.

We recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision.

We believe that it is essential that all staff feel part of a valued team, have the opportunity to express their views and are supported to manage their workload within a culture that supports a healthy work-life balance.

The purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute and expect to be treated.

2. Aims

We aim to ensure that our schools:

- Support staff mental health and wellbeing
- minimise work related stress
- help staff to keep a healthy work-life balance
- help staff to manage their family and work responsibilities
- ensure staff feel valued
- recognise and promote the importance of a happy team
- involve staff in decision making
- take account of equality implications.

3. Roles and responsibilities

The senior leadership teams, trustees, governors and school staff work together to create an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice. We expect all staff to show and uphold our school and trust values and show respect and empathy for each other, and to treat confidential information sensitively and in line with all trust policies.

The trust and are responsible for:

- fulfilling its duty of care as an employer
- monitoring the workload of the CEO
- ensuring that human resources are in place to keep staff workload at healthy levels in consultation with the CEO
- set a budget for staff facilities and wellbeing with the CEO
- agree the policy in conjunction with the CEO
- agree an appraisal policy with the CEO which reflects the changing nature of the school context

The CEO is responsible for:

- monitoring the workload of the headteachers
- receiving any concerns from members of staff that have not been resolved by the headteacher
- review the policy in conjunction with the headteachers
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- ensuring that staff feel valued
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- ensuring that other school policies and procedures take account of staff wellbeing
- overseeing that change management is operated in a fair and reasonable way in conjunction with headteachers.

The Headteachers and the Trust Business Manager are responsible for:

- providing a non-judgemental and confidential support system such as an adult mental health first-aiders and wellbeing guardians in each school
 - implementing a workload charter, being mindful of staff workload at all levels and being alert to signs of stress
 - listening to the views of members of staff and providing a range of strategies for involving staff in school decision making processes
 - ensuring that the efforts and successes of staff are acknowledged and celebrated
 - ensuring that staff are equipped with the right training to do the job confidently
 - ensuring that staff feel valued
 - planning the year's timetable considerably giving opportunity for staff to respond and making adaptations if required
 - including in professional development / appraisal meetings and preference forms opportunity for staff to highlight their aspirations and career intentions
 - implementing arrangements, where possible, to enable staff to combine the demands of family life and work life in line with the Workload Charter
 - being aware of staff who may have experiences in their personal lives that may make them vulnerable to pressures at work which may have a temporary influence on their work performance, offering support and signposting as required
 - ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
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- organise an absence buddy to maintain contact with staff during long absences

- ensuring that an effective staff induction process is put into place
- implementing wellbeing and managing work-related stress policies
- relevant time protected for staff such as PPA and meeting times etc.

The senior team are responsible for:

- making the headteacher aware of any workload issues that appear to be causing stress to individuals or to their teams
- ensuring that the efforts and successes of staff are acknowledged and celebrated
- implement an effective staff induction process.

The CEO, headteachers and the senior team implements these responsibilities with the support of appropriate staff such as the wellbeing guardians, other senior leaders and pastoral staff and who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- treating one another with empathy, respect and kindness and modelling the school and trust values
- taking care of their own mental health, wellbeing and safety at work and communicating swiftly with the wellbeing guardians or adult mental health first aiders where they need support or signposting
- ensuring concerns are discussed with the most appropriate senior leader to avoid escalation
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- valuing all members of staff in the school and acknowledging the important role that everyone takes
- contributing to the ethos and social aspects of school life where possible to build morale and effective team spirit
- developing and respecting shared areas to create a relaxing space for everyone.

4. Support in specific circumstances

The trust provides access to confidential, external staff support services; this is sign posted and is free for staff to use via self-referral. Additionally, a risk assessment may be offered as a supportive, wellbeing measure. Staff are encouraged to arrange medical appointments outside of school hours. Where this is not possible, support will be given on an individual basis.

5. Related policies

This policy should be read in conjunction with policies for:

- Equality and Diversity
- Stress Management
- Appraisal
- Health and Safety
- Whistleblowing.
- Workload Charter

**This policy will be reviewed three yearly or before if necessary
Due January 2029**