



# Staff Wellbeing Policy

<b>Approved On/By:</b>	19 <sup>th</sup> November 2025   Finance, Staffing and Premises
<b>Last Reviewed On:</b>	19 <sup>th</sup> November 2025   Finance, Staffing and Premises
<b>Next Review Due By:</b>	Finance, Staffing & Premises Autumn Term 2026
<b>Monitoring &amp; Review:</b>	Annually
<b>Staff Member(S) Responsible:</b>	H Herrmann

## **Purpose and Principles**

The Governing body recognises the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

The Governing body recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system.
- To retain a motivated workforce, with high morale, able to deliver a high quality education for our students.
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders.
- To recognise that excessive hours of work can reduce staff effectiveness.
- To recognise that improving workplace communication has a positive outcome for the whole school workforce.

### **1. Key Aims of the policy**

- To support staff at Hodge Hill College in their work.
- To acknowledge that the needs of both Hodge Hill College and its staff are not static, but change over time.
- To acknowledge the need for leadership (including the governing body), unions/staff representatives and staff to discuss workable work-life balance solutions.
- To encourage a partnership approach to meeting the needs of both Hodge Hill College and the staff.
- To operate in a fair and consistent manner.
- To carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate without damaging the opportunities for students to succeed.
- To take into account the equality implications of any policies introduced.
- To communicate work-life balance practices to all staff at Hodge Hill College. Developments and changes to policies should also be communicated on a regular basis.
- To include a monitoring, evaluation and review mechanism, linked to performance management and the school action plan, for work-life balance initiatives and strategies.

## **2. School Context**

The Governing Body is committed to ensuring that positive steps are taken in school to promote a healthy work-life balance for all employees. For teachers the School Teachers Pay and Conditions Document requires that all teachers and Headteacher enjoy a reasonable work-life balance.

**‘Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties...’**

This same principle will be extended to all support staff who work at Hodge Hill College. The Governing Body and Headteacher will make this policy available to all employees at the school.

## **3. Health, Safety and Welfare**

The Governing Body recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented and will incorporate all aspects of welfare, which the governing body and Headteacher has put in place to prevent and deal with workplace stress. The wellbeing of the staff will be supported wherever possible.

## **4. Implementation**

The Governing Body takes overall responsibility for implementing this policy and for ensuring the Headteacher and the Senior Leadership Team enjoy a reasonable work-life balance. The Headteacher and Senior Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

## **5. Commitment**

The following issues will be reviewed for inclusion in a programme of committing to and improving employees’ work life balance and their well-being;

### **6.1 Unmeasured Working Time**

Where employees are contracted to work unmeasured time, for example the Senior Leadership Team, the Governing Body undertakes to ensure that the schools’ requirements and expectations are reasonable.

### **6.2 Employment Policies and Practice**

The Governing Body undertakes to adopt and apply the appropriate policies in respect of ‘family friendly’ employment, including consideration of part time working, flexible working patterns etc. where this can be implemented without detriment to the operational requirements of the school. The Headteacher and Senior Leadership Team will adopt policies and provide clear guidance on time off for public or trade union duties, or for personal reasons – refer to Managing Attendance Policy and Leave of Absence Policy.

### **6.3 Individual and Team Workloads**

We aim for the school’s timetable to reflect a fair and reasonable balance of work between different members of staff. School management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

We are conscious in our allocation of non-teaching time for teaching staff. Everyone teaches a maximum of 90%. We employ 3 fte casual cover teachers to meet the “rarely cover” requirements.

### **6.3 Planning and Policies**

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose.

### **6.4 Meetings**

School managers aim to ensure that patterns of meetings are appropriate to the requirements of the whole school, faculties and departments etc. and that they are agreed in advance and that the pattern is adhered to. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

## **7. Administration**

Administrative work has been delegated to appropriate support staff and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school and where possible will be collated by support staff.

## **8. Individual support and training**

Individual support, including confidential counselling through the Health Assured scheme is made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life. The school is a member of the Health Assured programme and details can be found in the staff room, staff handbook and from the Headteacher. We are generous in our “personal + private” time allowances and appreciate the support all staff give this. We work hard to alleviate any work-related problems.

## **9. Responsibilities**

The Governing Body are responsible for the welfare of all staff and will monitor the effectiveness of this policy through the Headteacher. The policy will be reviewed annually.

The Head teacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests. It will be each individual member of staff’s responsibility to raise awareness when issues arise. Where staff are concerned, it is their responsibility to let the Senior Leadership Team know so that we can attempt to resolve the issue.

## **10. Support at Hodge Hill College**

Performance reviews will offer the opportunity with their reviewers, any concerns which they may have about their workload or ability to balance work with other aspects of their life.

- Line management system in place for support.
- Accessibility to the Headteacher and Senior Leadership Team- Open Door policy in place
- Staff weekly briefing sessions
- Regular professional development sessions to support all staff.
- Health Assured programme for all staff with all its associated benefits such as a counselling programme to provide professional help and confidential stress counselling both either face-to-face sessions or telephone conversations
- Responding sensitively and flexibly to external pressures that impact on staff lives whilst at the same time ensuring the efficient running of the school. A 24/7 helpline offering advice on legal, financial and family concerns is available at Health Assured
- Maintaining contact with staff when they are absent for long periods, sending gifts and cards and a generous absence policy allowing up to 3 days pro-rata for carers/dependency’ leave each

academic year

- A large number of support staff.
- Headteacher and governors are very supportive of PPA time and staff colleagues support this.
- Full and sustained use of cover teachers to reduce cover undertaken by staff.
- Administrative staff to support workforce.
- We have staff questionnaires which include questions on staff working conditions. Wherever possible, we take action on the results.
- 2 Mental Health First Aid trained staff at work

# health assured

## Your Wellbeing Services



### Home Life Support

If you're having trouble balancing your budgets, debt or even require assistance with civil disputes, we have expert advisors here to offer the support you need.



### Work Life Assistance

Our work-life advice is dedicated to supporting you through professional issues, whether it be returning to work or coping with a change in structure.



### Physical & Emotional Health

A little information goes a long way. That's why we have a suite of resources aimed to support you both physically and emotionally. From manage anxiety to simple breathing techniques.



### Wellbeing Resources

We recognise the value of self-help tools, which is why we provide a range of wellbeing modules, fact sheets and invaluable video counselling.



### 4 Week Self-Help Programmes

Whatever your goals, our 4 week programmes are designed to help you through those small, but important lifestyle changes. Covering everything from sleeping better to changing habits such as smoking and alcohol consumption.



### Mini Health Checks

Our Mini Health Checks are a great way for you to assess your own wellbeing. They only take a minute or two and you'll be provided with instant guidance, based on your answers.



### Health Calendar

The Health Calendar raises awareness each month of different health concerns such as Heart Disease or Dementia, providing information on early detection and how to help prevent issues occurring.



### Webinars

At Health Assured we have a particular focus on supporting your mental wellbeing. Our webinars provide topical information and coaching to guide and educate on a range of mental health issues.

Don't forget, you can always call our FREE 24-hour Confidential Helpline:

# 0800 030 5182

Download the Health e-Hub:



[healthassuredeap.com](http://healthassuredeap.com)

Username:

Password: