



Cop Lane C.E. Primary School

Staff Wellbeing Policy

**A welcoming Christian community, committed to one another,
giving our very best at all times.**

Our Distinctive Christian Vision

Our church school is a welcoming and caring Christian family where everyone is valued and supported so that they can flourish. We aim to instil a lifelong of learning and nurture everyone's individual talents. Through Jesus Christ, our aspirations, hopes and dreams can be achieved.

'I can do all things through Christ who strengthens me'. Philipians 4:13

Approved by:	Full Governing Board	Date: Spring 2026
Last reviewed on:	Spring 2026	
Next review due by:	Spring 2027	

Contents

1. Aims	2
2. Promoting wellbeing at all times.....	2
3. Managing specific wellbeing issues	4
4. Monitoring arrangements	4
5. Links with other policies	4
6. Appendix: Resources for Staff Wellbeing - individuals and whole-school.....	7,8

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

2.1 Role of 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;
- Follow the school's policy on out-of-hours working, including guidance on when it is and isn't reasonable to respond to communications;
- 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 line managers

Under the direction from the headteacher, line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern;
- 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 stress, and regularly talk to staff about their work/life balance;
- Make sure new staff are properly and thoroughly inducted 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;
- 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;
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge;
- Conduct return-to-work interviews to support staff back into work;
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation.

2.3 Role of senior staff

The member of the senior leadership team in charge of wellbeing is Mr Ian Ashmore, Headteacher.

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;
- 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 are made;
- 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;
- Establish a clear policy on out-of-hours working, including on when it is and isn't reasonable for staff to respond to communications, and provide clear guidance to all stakeholders;
- 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, and make sure that there are clear routes in place to escalate a concern in order to access further support;
- Organise extra support during times of stress, such as Ofsted inspections.

2.4 Role of the governing board

The link governor responsible for staff wellbeing is Mr Chris Teague, Chair of Governors.

The governing board is expected to:

- Make sure the school 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 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, e.g.:

- Giving staff time off to deal with a personal crisis;
- Arranging external support, such as counselling 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 annually by the Headteacher. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy is linked to our:

- Appraisal Policy
- Behaviour Policy
- Capability Procedure
- Home-School Communication Policy
- Staff Code of Conduct
- Health and Safety Policy

Resources for Staff Wellbeing

1. Individual wellbeing

Use these resources to look after your own wellbeing:

- <https://www.employeeassistance.org.uk/>
- [Education Support](https://www.educationsupport.org.uk/) (https://www.educationsupport.org.uk/) – a UK charity supporting health and wellbeing in the education sector
- [Looking after your mental health as a teacher](https://www.mentalhealth.org.uk/explore-mental-health/articles/looking-after-your-mental-health-teacher) (https://www.mentalhealth.org.uk/explore-mental-health/articles/looking-after-your-mental-health-teacher) – from the Mental Health Foundation
- [Mind](https://www.mind.org.uk/) (https://www.mind.org.uk/) – resources and support for mental health problems
- [Asking for help: A guide for adults](https://charliewaller.org/mental-health-resources/asking-for-help-for-adults) (https://charliewaller.org/mental-health-resources/asking-for-help-for-adults) – a guide from Charlie Waller
- <https://clickweb.lancashire.gov.uk/?siteid=4961&pageid=25329&e=e>
- https://lcc.vivup.co.uk/users/sign_in
- <https://wp.lancs.ac.uk/lehsc/>
- <https://www.lancashire.gov.uk/lpds/wellbeing/>
- <https://lcc.optimise.health/#/>
- SAS Wellbeing Portal

2. Whole-school resources

Use these resources to share and develop ideas to improve whole school wellbeing:

- [Iris Connect](https://discover.irisconnect.com/teacher-happiness-and-wellbeing) (https://discover.irisconnect.com/teacher-happiness-and-wellbeing) – sign up to get free resources to reduce teacher stress and workload
- [Ten ways to support school staff wellbeing](https://www.annafreud.org/schools-and-colleges/resources/ten-ways-to-support-school-staff-wellbeing/) (https://www.annafreud.org/schools-and-colleges/resources/ten-ways-to-support-school-staff-wellbeing/) – a guide from the Anna Freud National Centre for Children and Families
- [Supporting staff wellbeing](https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/) (https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/) – further resources from Anna Freud
- [Education staff wellbeing charter](https://www.gov.uk/guidance/education-staff-wellbeing-charter) (https://www.gov.uk/guidance/education-staff-wellbeing-charter) – wellbeing charter and guide to using it from the DfE
- [DfE collections – Reducing school workload](https://www.gov.uk/government/collections/reducing-school-workload/) (https://www.gov.uk/government/collections/reducing-school-workload/) – a collection of support and resources to help reduce workload
- [DfE Teacher Blog – Teacher wellbeing](https://teaching.blog.gov.uk/category/teacher-wellbeing/) (https://teaching.blog.gov.uk/category/teacher-wellbeing/) – DfE blogs on teachers' experiences and wellbeing

3. Wellbeing Documents



1-staff-mental-health-and-wellbeing-pla



DfE_Education_Workforce_Welbeing_Ch



discussion_questions_for_staff_welfare



eap-guide-for-schools.pdf