



# **Roman Road Primary School**

## **Well-Being Policy**

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### **WELL-BEING POLICY**

Roman Road Primary School recognises that staff are its most important resource. We seek to value our staff through personal and professional support, involvement in school decisions and access to professional development.

In addition to acknowledging the school's responsibility to staff well-being, staff have the primary responsibility for their own health and well-being. This involves taking care of oneself and letting the school know about any aspect of work or the working environment which may be affecting health.

All well-being activities should be focused on all staff working together to improve their working conditions and this should be done within a "no-blame" environment.

#### **PRACTICE**

The school will:

- carry out the Well-Being questionnaire every two years
- use the information from the Well-Being report and feedback to work with staff to produce an action plan
- keep staff up to date with well-being issues through a staff well-being notice board
- have regular half termly opportunities to allow staff to discuss well-being issues
- provide a range of strategies for involving staff in school decision making processes
- develop appraisal systems linked to clear job descriptions
- provide additional support in particularly stressful times
- encourage staff to use the Work life Support Line
- regularly review communication systems to ensure staff are well informed
- ensure all staff have access to professional development opportunities
- ensure staff have knowledge of and access to union representation
- regularly review the demands on staff time to see if things can be done differently
- work towards a positive school ethos where everyone is valued
- through training and building security, provide staff with a sense of safety and the confidence to deal positively with stressful incidents
- respond sensitively and flexibly to external pressures impacting on staff lives

- maintain contact with staff when they are absent for a long time, and provide support on their return to work
- work towards positive staff pupil relationships, to ensure an effective teaching and learning environment and a happy place to work for staff and pupils

#### ACTION PLAN

Following the Well-Being questionnaire and subsequent feedback, the findings will be discussed with all staff and an action plan developed.

This plan will be included in the school development and improvement plan, and will be reviewed on a **half termly basis**.

#### LINKS TO OTHER POLICIES

This policy supports and links to the following policies:

Equal Opportunities  
Health & Safety  
Recruitment  
Managing sickness absence

Date \_\_\_\_\_

Next review \_\_\_\_\_

Signed \_\_\_\_\_