



Oxford Primary School Staff Wellbeing Policy June 2026

VISION: To create a culture of care that will prioritise the mental health and wellbeing of staff

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

Promoting wellbeing at all times

Role of all staff

All staff are expected to:

- Treat each other with kindness, 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
- 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

Role of line managers

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. Discuss with HR and signpost staff to support such as Counselling available through the school and KCC
- 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

Role of senior staff

The SLT wellbeing lead is Peppie Cornelius

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
- 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
- Make sure that the efforts and successes of staff are recognised and celebrated
- Support staff to progress in their careers ensuring they are able to pursue professional development without adversely impacting their own or other people's workload.
- 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
- Organise extra support during times of stress, such as Ofsted inspections
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 and implement agreed actions from these meetings
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation according to Governor availability
- Create a supportive and fair culture around flexible working.

Role of the governing board

The wellbeing governor is Mrs Nicola Crockatt

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 and senior leaders of the school
- 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 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

Communication with Staff:

As much as possible we ask that messages to staff are verbally communicated.

Office messages regarding pupils etc.

If it is possible Office staff will deliver messages that come in during the day.

Messages in advance will be emailed to staff.

Communication through email:

We understand that everyone likes to work at different hours but that it is difficult to switch off if you receive an email in the evening or at the weekend. Staff will not be placed under pressure to respond to any messages received during the weekend or evenings. **We encourage staff to send “scheduled send” if they wish to email during the weekend so that this arrives in a working day.**

If you receive an email or Dojo message from a parent, there is no expectation that you reply out of school hours. Parents have been informed that as part of staff wellbeing, they will receive a reply during school hours and within 48hrs of the original message. Parents will also be asked to send important messages which impact on the day via the school office, these will be relayed by the office team to class teachers.

Meetings

Meetings, including staff meetings will only take place if there is a clear agenda and a need to hold the meeting. Staff meetings happen once a week and should not last

more than 1 hour and 15 mins. These meetings can be planned to support staff in completion of additional admin tasks such as provision mapper deadlines.

Microsoft Calendar

All meetings are booked through Google Calendar. We will try as much as possible not to book meetings during a member of staff's PPA.

Work life balance

Certain events and timings of them have been planned to make sure that there is appropriate work / life balance. Examples include:

Meetings

If there is a late event during the week, there will be no staff meeting.

Parent consultations

These take place twice each year and are for 2 sessions. Both of these are evening sessions, one is an early finish, the other a late one. There will be no staff meetings during this week or expectations to meet during the week for any other reason.

Report Writing

Teachers are given two staff meetings for report writing or an equivalent time during an INSET. The report format is reviewed annually to make sure that they are efficient and cover all the legal requirements. These may be written in conjunction with our AI policy.

Policies and Procedures

Policies are reviewed to reflect best practice and legal requirements but are also reviewed with the question, "How will this impact on wellbeing and workload?" Examples of changes made include our Feedback policy to reduce marking.

PPA

PPA is carefully balanced throughout the year and spread between morning and afternoon sessions to ensure that all members of staff receive the correct amount of time according to their contractual duties.

Wellbeing Team

The school aims to create this team during each academic year- they will focus on key issues within the school and suggest how the policy is being implemented/ any suggestions for improvement.

Supporting Staff

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:

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.

We follow the 5 Ways to Wellbeing, which includes a diet of Learning, Giving, Taking Notice, Connecting and Being Active.



Our school has a staff insurance policy with Cantium As part of this policy all staff have access to counselling. This is private and school does not need to be informed. It is booked through accessing the Counselling numbers.

Staff are always encouraged to discuss the need for time for family events eg Child's sports day, funerals, children's productions with the Headteacher. If it is possible to support and accommodate you, we will.

Monitoring arrangements

This policy will be reviewed annually by the Headteacher, Helen Roberts, Deputy Headteacher, Peppie Cornelius and Nicola Crockatt, Governor .

Links with other policies

This policy is linked to our:

Appraisal policy

Behaviour policy

Capability procedure

Staff code of conduct

Absence policy

AI policy

