Carshalton High School for Girls

Staff Wellbeing Policy

Reviewed and Agreed by Carshalton Local Governing Body:	Autumn 2026
Next Review:	Autumn 2029

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

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1 Statement of Intent

Carshalton Girls is committed to promoting and protecting the health, safety and wellbeing of all staff. We recognise that staff wellbeing is fundamental to maintaining a positive, productive and supportive school community and is essential to ensuring the best possible outcomes for our students.

We are committed to creating a culture in which all employees feel valued, respected and supported, and where wellbeing is recognised as a shared responsibility between the school, its leaders and individual members of staff.

An acceptable work-life balance will be different for each employee and will be different at different times in their career. It is not in the interest of either the school or the individual member of staff to work to the detriment of their health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff wellbeing is important in maintaining a positive atmosphere in the workplace.

The purpose of this policy is to outline the responsibilities of the school and staff members in supporting wellbeing.

2 Aims

- Foster a positive working environment based on trust, respect, inclusion and collaboration.
- Promote a healthy work-life balance and encourage sustainable working practices.
- Support staff mental health, physical health and emotional wellbeing.
- Ensure staff have access to appropriate support, guidance and wellbeing resources.
- Encourage open communication and early intervention where wellbeing concerns arise.
- Monitor and review workload and working practices to minimise unnecessary pressures.
- Meet our legal and moral responsibilities for safeguarding the health, safety and welfare of employees.

We believe that a strong commitment to staff wellbeing contributes to improved morale, attendance, retention and professional effectiveness. By prioritising wellbeing, we seek to ensure that all staff are able to thrive, fulfil their professional responsibilities and contribute positively to the life of the school.

We recognise that the menopause is an equality and occupational health and safety issue and that women may need appropriate flexibility, support and adjustments during that time of change before, during and after the menopause.

3 Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999
- Protection from Harassment Act 1997
- Working Time Regulations 1998
- DfE ‘Improve workload and wellbeing for school staff’

The school, as a member of the Girls’ Learning Trust has a number of HR policies to support staff wellbeing, which are found on the GLT Knowledge Base and include:

- Anti-Harassment and Bullying Policy
- Flexible Working Policy
- Health and Safety Policy
- Pay & Benefits Policy
- Performance Development Review Policies for teaching and support staff
- Sickness Absence Policy
- Special Discretionary Leave

4 Responsibilities

Trust Board, Trust Leadership and Local Governing Body will ensure:

- Staff wellbeing is considered in strategic decision making.
- Staff roles are clearly defined.
- Policies consider the impact on staff workload.
- Measures are in place to support staff wellbeing.
- Monitor and support the wellbeing of the headteacher.
- Ensuring that resources and support services are in place to promote staff wellbeing.
- Developing a sensitive performance management process that is linked to clear job specifications.

The Headteacher is responsible for:

- Creating and promoting a positive wellbeing culture and effective implementation of this policy.
- Providing CPD which equips staff to effectively carry out their job.
- Encouraging staff to take advantage of any initiatives introduced to promote wellbeing and effective working, for example the Health and Wellbeing Plan.
- Celebrating the efforts and successes of staff.
- Implementing Trust polices that support staff wellbeing.
- Ensuring school policies that affect staff wellbeing are followed and reviewed.
- Supporting staff who may require a period of absence, for example bereavement or ill-health.
- Ensuring effective communication so that staff are informed for their job.
- Listening to the views of staff and involving them in decision-making processes where appropriate, including allowing them to consider any workload implications of new initiatives
- Conducting and implementing the recommendations of risk assessments eg pregnancy related, work stations assessments.
- Ensuring inductions are in place for new employees, explaining the school's policies, ways of working and code of conduct.
- Considering reasonable adjustments for members of staff who are struggling with disabilities and/or long-term mental health issues.

Senior Leaders and Line Managers will ensure that:

- They promote open communication.
- Implement Trust and school policies that promote and support staff wellbeing.
- Their team have the knowledge and skills to deliver their job.
- Support any of their team experiencing difficulties, including ensuring relevant polices are implemented correctly.

All staff will:

- Take responsibility for their own health wellbeing.
- Treat each other with fairness, consideration and respect.
- Take ownership for working effectively in their assigned roles, supporting others as appropriate and avoid adding unnecessary pressure to their colleagues.
- Not acting in a manner which endangers themselves or others.
- Undertake CPD, additional training and personal development.
- Raise concerns about themselves or others promptly. This may be to their manager, a member of the Senior Leadership Team, the Headteacher or HR.

5 Promoting Staff Wellbeing

The school will:

- Consider staff wellbeing when constructing the school calendar, scheduling meetings and planning training, including INSET days.
- Conduct a workload impact assessment for new or adjusted tasks through SLT analysis of opportunities for simplification, automation, combination or removal of tasks to reduce or remove unnecessary workload.
- Recognise and appreciate staff and their contributions to the school community. This will include staff Shout Outs at briefing, PDR Policy and long service awards.

- Provide positive and effective communication; including avoiding multiple all staff emails by use of MS Teams, the Staff Bulletin and Staff briefing.
- Provide a structured performance management process, following the Trust PDR Policies, and professional development opportunities.
- Consult with staff on major developments and gather feedback on impact of changes.
- Gather comprehensive Staff Voice on wellbeing and experience annually and conduct regular small-scale feedback.
- Ensure permanent staff can access the Trust Health and Wellbeing Plan.
- Hold return to work meetings after absence to ensure staff receive support if needed, following the Trust Absence Management Policy.
- Recognise the impact menopause can have on women's lives.
- Through HR, give access to Occupational Health if required.
- Publish directed time hours for teaching staff, including divisions of part-time staff.

6 Equality, Diversity and Inclusion

The school is committed to:

- Fair treatment of staff.
- Respect for protected characteristics.
- Reasonable adjustments for disabilities and health conditions.
- An inclusive workplace culture.