



**Naunton Park Primary School**  
**Staff Mental Health and Wellbeing Policy**

Created by Gayle Fletcher : 09/01/2025

Approved by governors: 12/5/2026 *JRllc*

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## **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. INTRODUCTION**

**The wellbeing of all staff at Naunton Park Primary School is of utmost importance, as recognised by all senior leaders and governors who serve the school. We understand and promote that all staff should feel safe, happy and have a sense of belonging to the school. Our school values were chosen by the whole school team and underpin the ways in which we work together:**

**Kindness**

**Pride**

**Peace**

**Curiosity**

**Empathy**

**Trust**

**At school we have ways of working which ensure a continuous commitment to reducing workload, having flexible working arrangements, listening to staff**

voice, and acting on recommendations and suggestions from the team and other external professionals: for example:

- **Workload and well-being audits and consultations with all outcomes being addressed and policies aligned to them e.g., Feedback and Marking Policy**
- **Staff questionnaires annually**
- **An open-door policy for all staff with the SLT and governors**
- **An appointed well-being governor who visits the school regularly and a standing agenda item for well-being at FGB**
- **Regular ways to check in with teams across the school in teacher staff meetings and TP staff meetings, MDS team meetings and office staff team meetings**
- **Termly phase meetings to check-in with teaching teams, led by phase leaders**
- **Phase meeting feedback timetabled at SLT meetings**
- **Termly newsletter from SBM signposting to Occupational Health and the Employee Assistance Team – support displayed on posters in staff room**
- **Staff time off for parental events such as sports days and nativities**
- **Time in lieu options for flexible working**
- **Open requests for future staff planning/placement each year**
- **PPA time taken at home**
- **Management time for SLT**
- **Subject release time – termly**
- **Commitment to staff having opportunities to high quality training, and visits to other schools and organisations to support CPD**
- **Change of face strategies when working with complex issues**
- **Safeguarding team which meets each week to discuss complex cases**
- **Staff team teach trained**
- **Effective communications, timetabling, weekly diaries, and advance notice of agendas for staff meetings/INSETs**
- **A commitment to restorative practices**

### **3. PROMOTING WELLBEING AT ALL TIMES**

#### **3.1 Role of all 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**
- **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**
- **Take responsibility for their own health, Mentalhealth and wellbeing**

### **3.2 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**
- **Work restoratively to help staff with any issues**
- **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**
- **Stay connected with staff if they are 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**

### **3.3 Role of senior staff**

**Gayle Fletcher – Headteacher, is the school's Designated Senior Mental Health Lead**

**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 ensure staff are 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

### **3.4 Role of the Governing Board**

Please see below for Well Being Governor and Chair of governors

[kcarroll@nauntonpark.gloucs.sch.uk](mailto:kcarroll@nauntonpark.gloucs.sch.uk)

[chair@nauntonpark.gloucs.sch.uk](mailto:chair@nauntonpark.gloucs.sch.uk)

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**

#### **4. 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:**

- **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.**

#### **5. MONITORING ARRANGEMENTS**

**This policy will be reviewed annually by Gayle Fletcher - Headteacher. At every review, it will be approved by the FGB.**

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#### **6. LINKS TO OTHER POLICIES**

**This policy is linked to our:**

- **Appraisal policy**
- **Behaviour policy**
- **Capability procedure**
- **Staff code of conduct**
- **KCSIE**