

**Policy Name: Staff Wellbeing and Mental Health Policy
2023-25**

Policy reviewed by : Rachel Higgins, Principal and CEO

Date reviewed: November 2023

Date of next review: November 2025

Staff Wellbeing and Mental Health Policy

JPS is an Ever-Evolving Experience for Ever-Evolving Learners, ensuring Success for Today and Preparedness for Tomorrow

Everyone Welcome, Everyone Belongs, Everyone Successful

At GEMS Jumeirah Primary School, we believe that everyone can achieve highly with equitable access to the right opportunities and support. As a World Class High Performance Learning school, we recognise and embrace the uniqueness of every child. We create an inclusive, nurturing environment, prioritising the psychological wellbeing of all, allowing children to feel happy, safe and confident. Children at JPS know that anything is possible for them and they aspire to be the best versions of themselves.

We meet the diverse needs of all children and their families to facilitate the best possible individual experience to ensure our learners excel beyond their potential flight path. Our bespoke, innovate curriculum is carefully designed and continually reviewed to:

- * Guide learners in developing their values, behaviours and learner competencies to prepare them for success in an ever-evolving world
- * Challenge learners and help them to discover their passions, talents and interests
- * Provide leadership opportunities for all learners, allowing them to influence the direction of travel for key aspects of school

We are a diverse learning community, passionate about inspiring a love for learning in our children, staff and families. Our inclusive actions and behaviours are led by our core values of Kindness, Empathy, Respect, Hard Work and Resilience. This is clear through our acts of philanthropy and environmental sustainability. The JPS family is proud to lead the way in contributing positively to our local and wider community.

At Jumeirah Primary School we aim to ensure everyone is welcome, everyone belongs and everyone is successful. The school has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental well-being. The purpose of this policy is to ensure that school practices support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards wellbeing for all staff. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute, and expect to be treated.

Aims

We aim to ensure that our school:

- Has a healthy, motivated workforce who are able to deliver a high standard of education to the children at JPS.
- Promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- Communicates the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- Responds sensitively to external pressures which affect the lives of staff members.
- Provides staff with training to deal positively with stressful incidents, and provides them with a sense of confidence to deal with emergencies via training and support.
- Improves staff development, cooperation and teamwork by creating effective leaders.
- Makes staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

Roles and responsibilities

The senior leadership team, LAB, governing body and school staff will work towards an ethos where everyone is valued; where respect, empathy and honesty are the norm within school relationships and where health, wellbeing and mental health are held central to school practice. We expect all staff to show respect and empathy for each other and to treat confidential information sensitively and according to school policy.

The governing body and LAB:

- Will take overall responsibility for upholding staffing policies and ensuring that staff enjoy a reasonable work-life balance.
- Will provide a range of strategies for involving staff in the school decision making processes.
- Will review the demands on staff, and seek practical solutions wherever possible.
- Will provide personal and professional development such as stress management as part of its ongoing professional development.

The Principal:

- Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress.
- Will ensure staff are aware of the sources of support available to them.
- Will ensure there is clear communication between staff with regards to all areas of school life.
- Will create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness.
- Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- Will monitor and review any measures that are planned, and assess their effectiveness.
- Will appoint a staff wellbeing Professional Learning Group which is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school.

The coordinators leading this group will also ensure that school policies and procedures reflect this aim.

The Principal implements these responsibilities with the support of appropriate staff such as senior leaders and the Well-being team and all who strive to be positive role models through their own practice.

The staff body:

- Will take care of their own health and safety at work, communicating with key staff where they need support where relevant.
- Will make themselves aware of the school's policies regarding wellbeing
- Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
- Will ask their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it is important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Will contribute to the ethos and social aspects of school life where possible to build morale and effective team spirit.
- Will identify opportunities for development and take advantage of those offered by the school.

Upon appointment, staff have a job description which outlines the key roles and expectations of the job. Should there be any doubts about the role, or role expectations, the Principal should be consulted. Concerns about the work environment and its impact upon an employee's ability to satisfactorily complete duties should be shared with the line manager. Every attempt will be made to rectify the issue.

Monitoring Arrangements

This policy will be reviewed by the Wellbeing Team.

At every review, the policy will be approved by the Principal and CEO