SHARE
MULTI-ACADEMY TRUST

STAFF WELLBEING POLICY & PROCEDURE

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1. Policy Statement and Scope

Our vision of *"Valuing People, Supporting Personal Best"* underpins everything we do.

The trust recognises that wellbeing is a shared responsibility. While the trust is committed to providing a safe, supportive and healthy working environment, individual employees are expected to take reasonable responsibility for managing their own physical, mental and emotional wellbeing, seeking support when needed, and making appropriate use of the resources available to them.

We are committed to:

- Promoting positive mental, physical and emotional wellbeing
- Creating a culture of openness, trust and support
- Supporting a healthy work-life balance
- Providing access to proactive and responsive wellbeing support
- Ensuring staff feel valued, heard and supported

We are proud to be signed up to the **DfE Education Staff Wellbeing Charter**, demonstrating our commitment to protecting and promoting staff wellbeing.

This policy applies to all teaching and support staff, leadership teams, trainees, temporary and supply staff, and, where appropriate, volunteers.

2. Legislative Guidance

This policy aligns with key legislation and guidance, including:

- Health and Safety at Work Act 1974
- Equality Act 2010
- Management of Health and Safety at Work Regulations 1999
- Working Time Regulations 1998
- DfE Staff Wellbeing Charter

We also refer to internal policies including:

- Family Leave Policy
- Leave of Absence Policy

3. Roles and Responsibilities

Employees are responsible for:

- Taking reasonable care of their own health, wellbeing and resilience.
- Managing their workload effectively and raising concerns promptly where difficulties arise.
- Making appropriate use of wellbeing support, guidance and resources provided by the trust.
- Maintaining professional boundaries and healthy work-life practices.
- Communicating openly with their line manager when wellbeing concerns begin to affect their work.
- Participating constructively in wellbeing discussions, surveys and risk assessments.
- Seeking professional advice or support where appropriate.
- Treating colleagues with respect and contributing positively to a supportive working environment.

The Trust Board or Governing Body is responsible for ensuring that wellbeing is prioritised strategically, monitoring the impact of wellbeing initiatives, and ensuring that appropriate resources are made available.

The Senior Leadership Team (SLT) is responsible for promoting and modelling a positive wellbeing culture, ensuring that workload expectations are fair and manageable, and providing access to structured support systems.

Senior Mental Health Leads are available as a source of guidance and signposting. Employees are encouraged to access this support proactively where they believe it would be beneficial.

Line managers should provide opportunities for staff to discuss wellbeing concerns and signpost support where appropriate. Employees remain responsible for raising concerns that may be affecting their wellbeing or performance at the earliest opportunity.

The trust commits to working with Trade Unions on wellbeing and workload issues within the trust.

The trust acknowledges its duty to provide a safe and supportive working environment. However, the day-to-day management of personal wellbeing rests primarily with the individual. Employees are expected to take ownership of their wellbeing, access support when required, and engage proactively with measures designed to promote health, resilience and professional effectiveness.

All levels of management/leadership receive training and support to understand the wellbeing support we offer our employees, with a focus on prevention and, where possible, early intervention.

4. Resources for employees

Mental Health Support

Access to OPTIMA Employee Assistance Programme providing 24/7 confidential advice and counselling.

Work-Life Balance and Leave

The trust provides policies and arrangements that can support work-life balance. Employees are expected to manage their time effectively, maintain appropriate professional boundaries, and make informed use of the support available to them.

Flexible Working

Flexible working arrangements are available, and requests can be made via headteacher or appropriate line manager.

CHIMP Management Programme

We work with CHIMP Management, led by Professor Steve Peters, to support staff with a range of stress management training and resources.

Communication and Feedback

Employees are expected to contribute to open and constructive dialogue with leaders regarding factors that may affect their wellbeing, performance or working environment.

Menopause Support

We are committed to creating an inclusive, supportive, and respectful working environment for all staff, including those experiencing menopause and perimenopause.

We recognise that menopause is a natural stage of life that can affect physical health, mental wellbeing, and work performance.

As an organisation, we will:

- **Promote awareness and understanding** of menopause across all staff to reduce stigma and encourage open conversations.
- **Encourage a supportive culture** where staff feel comfortable discussing menopause-related concerns with line managers or senior leaders.
- **Provide reasonable adjustments** where appropriate.
- **Train managers** to respond sensitively and appropriately to menopause-related issues.
- **Signpost support services**, including occupational health, wellbeing resources, and external advice.

We recognise that everyone's experience is different, and we are committed to working collaboratively with staff to identify practical solutions that enable them to continue thriving in their role. This aligns

with our wider commitment to equality, diversity, and inclusion, and supports our duty of care to all employees.

Adjustment Plan

The employee has primary responsibility for identifying and communicating stressors affecting their wellbeing. Managers will work collaboratively with employees to consider reasonable workplace adjustments and support mechanisms where appropriate.

6. Equality, Diversity and Inclusion (EDI)

We are committed to an inclusive approach to wellbeing:

- Support is accessible and responsive to diverse needs
- Reasonable adjustments are made where required
- All staff are treated fairly and with respect
- Discrimination, harassment or bullying will not be tolerated
- Staff voice from all backgrounds is actively encouraged and valued

Wellbeing provision reflects the needs of all staff, including those with protected characteristics under the Equality Act 2010.

7. Appendices

Appendix 1:

Workplace Adjustment Plan

A Workplace Adjustment Plan can support that approach by documenting agreed adjustments, responsibilities and review arrangements. The form should be completed collaboratively by the employee and their manager.

Section	Details
Employee Name	
Job Title	
School/Department	
Line Manager	
Date Completed	
Next Review Date	
Reason for Adjustment (These may relate to mental health and stress, physical mobility, impairment, social interactions, working environment)	

Impact on Work	
Current Workplace Adjustments	
Agreed Workplace Adjustments	
Resources/Equipment Required	
Training or Support Required	
Employee Responsibilities	• Take reasonable responsibility for managing personal health and wellbeing. • Raise concerns promptly if adjustments are no longer effective. • Engage positively in review meetings and wellbeing discussions. • Make appropriate use of available support services. • Inform their manager of any significant changes affecting their ability to work.
Manager Responsibilities	• Review adjustment requests fairly and promptly. • Implement agreed adjustments where reasonable and practicable. • Maintain confidentiality. • Provide opportunities to discuss wellbeing and workplace barriers. • Monitor effectiveness of agreed adjustments.
Log of Review Comments with review dates	
Employee Comments and declaration	
Manager Comments and declaration	

Important note: This plan is a living document. It remains the property of the employee and should be reviewed whenever circumstances change, when the employee changes role or manager, or at least termly. It does not replace any formal occupational health, capability, absence management or statutory reasonable adjustments processes/risk assessments.

8. Schedule of Amendment

Version No	Amendment
1.0	New policy and replacement of Management of Stress Policy