



Nurtured we thrive

Staff Wellbeing Policy

Compassion, Responsibility, Justice, Forgiveness

Member of Staff Responsible	Mr T Pring
Position	Headteacher
Dated	March 2026
Date of next review	March 2027

Statement of Intent

Thurnham Church of England Infant School wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to pupil achievement and the school's performance.

Thurnham Church of England Infant School is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress.

The purpose of this policy is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Aims of the Policy

- To develop a healthy, motivated workforce who are able to deliver a high standard of education to pupils.
- To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for pupils to succeed.
- To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To respond sensitively to external pressures which affect the lives of staff members.
- To provide staff with training to deal positively with stressful incidents and provide them with a sense of confidence to deal with emergencies via training.
- To improve staff development, co-operation, and teamwork by creating effective leaders.
- To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.

Roles

The Governing Body

- Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- Will adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, where this can be implemented without detriment to the operational requirements of the school.
- Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.
- 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, team building, etc.
- Liz Richardson is our Wellbeing Governor.

The Headteacher

- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.
- Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons.
- Will ensure that there is clear communication between staff and management 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 offer supervision, particularly to the EYFS (Early Years Foundation Stage) staff.
- Along with the Senior Leadership Team will be responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted, and valued by the school. They will also ensure that school policies and procedures reflect this aim.
- Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

Staff Members

- Will make themselves aware of the school's policies and any which may have a link to 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's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Will identify opportunities for development and take advantage of those offered by the school.
- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

Actions to Support New Staff

- All staff will be given a school orientation by the Headteacher or Deputy Headteacher.
- All new staff will receive the staff induction and staff handbook documents. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.
- All staff will be made to feel welcome and given as much support as required.
- All new staff will have termly review meetings with a member of SLT.
- Staff be appointed a 'buddy' who has a similar role to them.









Practical Actions to Support New Roles

- Hold an initial discussion of roles.
- Hold visits to school/class or environment of new role.
- Decide who will be the supporting person for the new role.
- Provide support for new tasks.

Procedures for Handling Issues of Wellbeing

- The Senior Leadership Team must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.
- The Senior Leadership Team should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.
- Where additional, professional advice is required, the school will refer to Occupational Health Professionals and Human Resource experts.
- Where necessary, staff should be encouraged to use the confidential counselling service listed in The Staff Handbook. This service provides staff with serious concerns to obtain advice and support outside of the workplace.
- The school will provide support to any employees facing high levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support, such as the teacher helpline or support from the Local Authority e.g. counselling.
- Lorraine Ayling is our trained Mental Health First Aider.
- During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

How We Promote Staff Wellbeing at Thurnham

	Complimentary tea, coffee, sugar, milk and water in our staff room		Opportunities for Continuous Professional Development (Teacher Meetings, Support Staff Meetings, INSET Days, The National College, external providers)
	Complimentary fruit and biscuits in our staff room		Access to the rewards schemes: Kent Rewards (includes discount vouchers, restaurant offers, cycle-to-work scheme and more); Discounts for Teachers; Blue Light Card
	Protected PPA and Subject Leader release time; working from home opportunities facilitated, where possible.		Annual flu jab - cost claimable
	Dedicated day allocated for end-of-year report writing		Free eye tests - cost claimable
	Social events for all staff, planned by the social team		Post and packages can be delivered to school
	Free counselling service available to all staff		Flexible approach to family events (e.g. watching your child's school performance)
	Staff space to sit outside and eat & chat during breaks		Communication Policy clarifying expectations and to ensure work-life balance
	Complimentary school lunch for staff who eat in our hall with pupils		A well-being afternoon (pro-rata for part-time staff) for all staff - booked in advance, annually
	We are a listening school: please talk with members of our Wellbeing Team, or our Mental Health First Aider		Staff Voice: our Wellbeing Working Party meets termly and we survey our whole staff (twice a year) with actions agreed with our Leadership Team to improve staff well-being
	Twilight hours offered in lieu of one INSET day, annually.		A commitment to continually improve the School's physical environment for staff and pupils.