

# NAG 5—Health and Safety

## Wellbeing Policy

### Rationale

The Board of Trustees has a responsibility to provide a workplace with a positive and healthy culture. Our workplace has a role in promoting, protecting and supporting our employees' and students' mental wellbeing.

### Purpose

To provide an environment where wellbeing is part of the workplace, policies, practices and environments.

### Guidelines

All policies, procedures and practices will be designed with wellbeing in mind.

- a) Any health conditions or disabilities will be treated in confidence. We will never share any information about employees or students unless it has been agreed by them and only to ensure wellbeing and safety.
- b) Employees and students will be managed and or treated in ways that promote wellbeing through:
  - Encouraging a culture of openness where it is safe to speak up about any concerns at any time and know they will be heard.
  - Make sure staff and students feel supported to seek help for any issues or distress, including using our conflict resolution processes.
  - Make sure everyone understands what is expected at school in terms of work and behaviour.
  - Offer flexible work practices wherever possible and/or legally required.
  - Support opportunities for professional skills development and growth.
  - Not tolerate bullying, harassment, or discriminatory behaviour.
- c) To maintain a mentally healthy workplace we will:
  - Consult, at least annually, with staff about what workplace wellbeing means and what initiatives might be useful
  - provide contact details for support services which can be easily and discreetly accessed.
  - encourage staff to take breaks, both to rest and to connect with others
- d) For staff or students needing support we will:
  - encourage asking for help as early as possible to reduce the chances of problems growing - all disclosures will be treated confidentially
  - do what we can to help find the support that is needed
- e) The school offers an Employee Assistance Programme, which provides free confidential and professional support to staff.

Adopted	<u>February 2020</u>
Chairperson	<u></u>
Review Date	<u>February 2023</u>