



The right support, at the right time

Staff Well-being Policy

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Policy Adopted	May 2025
Policy Published	May 2025
Review Date	September 2026

This policy outlines the procedures and responsibilities for promoting, managing, and supporting staff well-being at Leading Futures Alternative Provision. We are committed to fostering a healthy working environment where all staff feel supported, valued, and empowered.

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1. Aims of the Policy

This policy aims to:

- Promote and support the well-being of all staff
- Minimise negative impacts on mental and physical health
- Foster a supportive, respectful, and inclusive work environment
- Recognise and adapt to the changing needs of staff
- Help staff manage work-life balance effectively
- Provide appropriate support for specific well-being challenges
- Clarify staff roles and responsibilities in contributing to collective well-being

Leading Futures fully endorses and adheres to the Education Staff Well-being Charter, developed by the Department for Education. This charter outlines our collective responsibility to promote well-being across the education sector.

A full and comprehensive version of the Charter can be obtained by following the link - [The Education Staff Wellbeing Charter - November 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972212/education-staff-well-being-charter-november-2021.pdf)

2. Promoting Staff Well-being

Staff well-being will be proactively monitored and promoted through:

- One-to-one discussions
- Regular staff briefings
- Anonymous staff surveys
- Opportunities for staff voice and feedback

Insights gathered will inform a Staff Well-being Action Plan, which will be shared with stakeholders and reviewed regularly, ensuring continuous improvement and a supportive working environment. Staff requiring additional support are encouraged to contact the Director of SEND, Mrs Samantha Webster.

2.1 Responsibilities of All Staff

All staff are expected to:

- Treat colleagues with empathy, respect, and professionalism
- Be mindful of the workload and well-being of others
- Offer emotional and practical support to colleagues experiencing stress
- Communicate openly about their own well-being needs
- Follow guidance on communication outside of working hours
- Contribute positively to team morale and shared spaces
- Engage in well-being and professional development opportunities

2.2 Responsibilities of Line Managers

Line managers are expected to:

- Build positive, respectful relationships with team members
- Provide confidential, non-judgemental support
- Respond appropriately to concerns, using established policies
- Monitor workloads and regularly discuss work-life balance. Be alert to signs of stress
- Ensure thorough induction processes for new staff
- Consider external or personal factors when evaluating performance
- Promote access to support services
- Facilitate access to development and training opportunities
- Maintain contact with staff during extended absences
- Conduct return-to-work and exit interviews with care and confidentiality

2.3 Responsibilities of Directors

Well-being is overseen by:

- Mrs Samantha Webster, Director of SEND
- Mrs Emma Rennie-Gibbons, Director of Service

Directors are expected to:

- Set high standards for respectful conduct and communication
- Manage and promote confidential support systems
- Monitor staff well-being through surveys and structured feedback
- Maintain proportionate, trust-based accountability systems
- Regularly review and reduce unnecessary workload pressures
- Keep job roles clear and consult staff before changes
- Actively involve staff in decision-making and workload planning
- Communicate new initiatives clearly and inclusively
- Establish and enforce expectations for out-of-hours communication
- Recognise and celebrate staff contributions and achievements
- Provide resources and training to support well-being
- Ensure access to external support and defined escalation pathways
- Provide targeted support during high-pressure periods
- Fulfil all employer duties of care, including a manageable workload and safe environment
- Monitor and support their own well-being as role models

3. Managing Specific Well-being Issues

Where staff experience significant stress—whether work-related or personal—the provision will offer support, including:

- Allowing time off to manage personal crises
- Arranging external support, such as counselling or occupational health services
- Signposting to appropriate resources (e.g. GP, websites, apps)

- Completing risk assessments with follow up actions
- Reviewing workload and assisting in task prioritisation

The confidentiality and dignity of staff will be maintained at all times.

4. Monitoring arrangements

This policy will be reviewed by September 2026. by the Director of SEND, Mrs Samantha Webster.

At every review, it will be agreed by Mrs Emma Rennie-Gibbons, Director of Service.

5. Links with other policies

This policy should be read in conjunction with:

- The Equality, Diversity and Inclusion Policy
- Staff Appraisal and Capability Procedures Policy
- Staff Code of Conduct
- The Education Staff Well-being Charter
- Zero Tolerance - Discrimination, Bullying and Harassment Policy