



**Castle Tower School**

**Staff Wellbeing Policy**

<b>Date Ratified by Board of Governors</b>	<b>February 2025</b>
<b>Review Date</b>	<b>February 2027</b>

Castle Tower welcomes pupils aged 3-19 who face a wide range of barriers to learning. Educational opportunities are provided within our Nursery, Primary, Secondary and Post 16 departments.

## **Our Vision**

### **Vision:**

To be a leading light in special education through educating, nurturing and inspiring all our school community.

### **Mission:**

Castle Tower School is committed to creating a community which:

- Ensures everyone is safe and included
- Always learns
- Promotes independence and resilience
- Celebrates achievements
- Looks forward with hope to the future

Everything we do is driven by our core values:

- Child-centred
- Nurturing
- Fun
- Team work
- Inclusive
- Independence

## **Our Ethos**

Castle Tower strives to create a caring community in which every member feels valued, supported and happy. All staff work to maintain an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought and everyone is encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community is of paramount importance to all staff and Governors.

At Castle Tower, there is continued development of the quality of the teaching and learning environment. Resources are used efficiently. Opportunities are created for learning in co-operative and interactive settings. Pupils are presented with challenging as well as stimulating teaching and learning opportunities. Staff at Castle Tower seek close working relationships with other providers and services throughout each stage of our pupil's education and through the transition stage to further education and life after school.

# Castle Tower

## Staff Wellbeing Policy



### 1. Introduction

At Castle Tower, we recognise that our staff are our most important resource and it is essential that we ensure our staff are valued, supported, and encouraged to develop personally and professionally within a caring, nurturing and purposeful learning community.

Castle Tower School recognise that there is a direct correlation between the wellbeing of our staff and the wellbeing of our pupils, and that the culture and ethos of a school are determined by the extent to which staff work towards a shared vision. We believe it is essential that all staff feel part of a valued team, to express their views, have their suggestions for improvements taken seriously and are supported to manage their workload within a culture that supports a healthy work-life balance.

The purpose of this policy is to ensure that we embrace the many school practices that support staff health and wellbeing, ensuring that there is cohesion in working towards health and wellbeing for all staff.

This policy 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.

Castle Tower, Board of Governors and school's senior management are committed to fostering a culture of co-operation, trust, and mutual respect, where all individuals are treated with fairness and dignity, and can work at their optimum level.

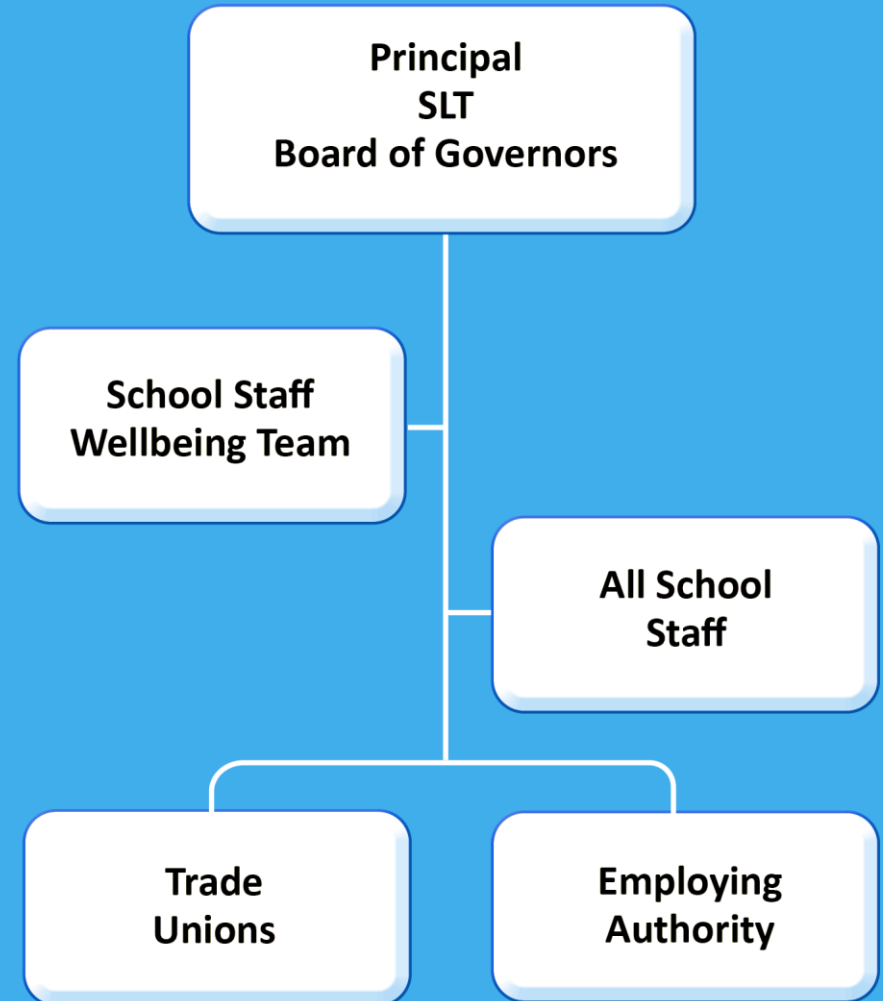


This Staff Wellbeing Policy expands upon the School's Health and Safety policy, setting out how the school will promote the wellbeing of staff by seeking to:

- Develop or maintain a culture that is open and supportive of staff Health and Wellbeing.
- Engage with staff to create constructive and effective working partnerships, both within teams and across the school.
- Establish working arrangements whereby staff feel they can maintain an appropriate work life balance.
- Encourage staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.
- Encourage staff to take responsibility for their own work effectiveness as a means of reducing their own stress and that of their colleagues.
- Create a working environment where potential stressors are understood and mitigated as far as practically possible through good management practices, effective policies, and staff development.



### 3. School Health and Wellbeing Structure



## 4. Responsibilities for implementing the Staff Wellbeing Policy

The School Management, School Staff Wellbeing Team and all school staff will work towards an ethos where everyone is valued, where respect, empathy and honesty are the cornerstones of all school relationships and where health and wellbeing are held central to school practice and treat confidential information sensitively and according to school policy.

### School Management will:

- Develop a staff well-being team which will include both Teaching and Non-Teaching Staff.
- Champion positive leadership and management behaviours in line with the supportive ethos and culture within the School.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting staff on any changes in the school, to management structures and working arrangements.
- Ensure that there is open communication within the school and there are opportunities for staff to raise concerns.
- Regularly check in with staff, offering recognition and celebrating successes throughout the year.
- Support the role of the staff wellbeing team.
- Encourage staff to participate in wellbeing activities within the School.
- Consult with staff on the development and implementation of the Staff Wellbeing Policy and oversee its adoption.
- the implementation of the Staff Wellbeing Policy and ensure that it is kept under review and updated as appropriate.
- Create and maintain a staff wellbeing noticeboard.
- Celebrate staff achievements on at least a termly basis.
- Ensure EA Staff Health and Wellbeing key messages are being shared amongst all staff.
- Ensure EAP (Inspire Workplaces) is being promoted and staff are being signposted appropriately.
- Lead on organising social wellbeing events that provide staff with an opportunity to connect.
- Lead on organising wellbeing initiatives that enable staff to share wellbeing interests (Running, walking, book club etc.)
- Lead on providing opportunities for staff wellbeing team to access training opportunities that upskills the team on how to improve staff wellbeing.

### Staff will:

- Treat colleagues and others they interact with, with fairness, consideration and respect.
- Co-operate with the school's efforts to implement the Staff Wellbeing Policy.
- Raise concerns that may be having a negative impact on their health and wellbeing with their line manager.
- Prioritise their own Health, Safety and Wellbeing at work.
- Take responsibility for accessing wellbeing resources that are available on the Staff wellbeing noticeboard and in the monthly wellbeing email as well as the EA HealthWell Hub.

### Examples of good practice may include:

- Provide the staff wellbeing team with continuous support and resources to ensure they have a direct impact on staff wellbeing.
- Include staff in consultation of the well-being policy.
- Ensure a clear plan is in place, communicated and implemented.
- Carrying out team-building exercises as part of staff CPD.
- Enabling staff to have flexibility regarding short LOA for appointments they are unable to attend outside of school hours i.e. their own Child's assemblies or parent teacher meetings. Individually discussed and agreed with SLT.
- Promotion of EAP Inspire Workplace confidential counselling for staff



## 5 Arrangements for addressing Staff Wellbeing Concerns

At whole school level a health and wellbeing survey will be developed to establish whether the school's policies, procedures and all practices are sufficient to support a culture of health, wellbeing and attendance with a particular focus on minimising and addressing work related stress.

There will be at least one survey per year to identify strengths and areas for improvement. This will enable a tailored action plan to prioritise staff overall health and wellbeing.

## 6 Consultation and Communication

- The school will consult with staff on the Staff Wellbeing Policy and measures taken to implement the policy through the operation of the Wellbeing Lead/Team.
- Staff surveys and other tools will be used to gather feedback on staff wellbeing.
- The Staff Wellbeing Policy and measures taken by the school to manage work-related stress will be communicated and promoted in school.
- The Staff Wellbeing Policy will be placed in an area available to all Staff and also emailed, ensuring all staff are made aware of its existence.
- Leaflets (or a summary document) will be produced for staff who do not have easy access to a computer. The contents of the policy will be covered during general induction training sessions for staff.

## 7 Monitoring and reviewing the Wellbeing Policy

The Staff Wellbeing Policy will be reviewed every 2 years by Aoidin D'Arcy, Tracy Douds and SLT. This will consider all relevant collected data and risk assessments as outlined in this policy.

## Appendix A

Detailed below is a list of initiatives for schools to consider implementing as part of their Health and Wellbeing policy.  
*(This list is not exhaustive)*

- Share, promote and encourage staff to engage with the EA HealthWell Programme
- Suggestion Box
- Monthly wellbeing themed communication i.e. Sleep, diet etc.
- Book club / lending library
- Maintain a school flower garden/planters
- Well-being clubs - Walking club / running club/golf club/swimming.
- Employee recognition
- Occasional treats
- Toiletries basket in staff toilets
- Social events
- Wellbeing noticeboard
- Staff taking part in charity initiatives together
- Seasonal hampers
- Financial wellbeing information sessions e.g. financial adviser delivering pension advice.
- Health Checks
- Wellbeing Wednesday - set aside for well-being clubs.
- Teacher wellbeing officer
- Café Nico
- Use of school gym