



## **Staff Wellbeing Policy**

**Agreed by the Governing Board on 8<sup>th</sup> December 2025**

**Policy will be reviewed December 2026**

Nateby Primary School is committed to providing a healthy and productive work environment for all employees. This policy aims to identify and manage stressors in the workplace, promoting wellbeing and reducing the risk of work-related stress.

The Governors and Headteacher recognise and accept our health and safety responsibilities and will take all reasonably practicable steps to address work-related stress in school. Through our commitment to tackling work-related stress will strive to help create a more engaged, healthy workforce, increasing productivity and staff retention and reducing sickness absence.

## **Scope**

This policy applies to all employees, contractors, and temporary workers engaged by Nateby Primary School. It covers all work-related activities, including those performed on school premises or at home, during working hours, or while traveling for business purposes.

## **Legislation**

This policy complies with:

- Health & Safety at Work Act 1974, in relation to our general duty to ensure, as far as is reasonably practicable, the health and wellbeing of our employees which includes their mental health
- Management of Health & Safety at Work Regulations 1999, which requires us to assess the risks to all our employees and take steps to minimise stress-related ill health as a result of their work
- Equality Act 2010 in protecting people from discrimination in the workplace

This policy also complies with the Health and Safety Executive's (HSE) Management Standards for work-related stress, which provide a framework for identifying and mitigating workplace stressors.

## **Definition**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

**Note:** Further guidance and information including:

- common causes of work-related stress in schools ([Intranet](#) / [Schools Portal](#))
- how to complete a team wellbeing risk assessment ([Intranet](#) / [Schools Portal](#)) and individual stress risk assessments ([Intranet](#) / [Schools Portal](#))
- what support is available for managing stress ([Intranet](#) / [Schools Portal](#))

# **Responsibilities**

## **Governors' responsibilities**

Governors will:

- appoint/elect a governor to oversee staff wellbeing at a strategic level, working with school leadership to ensure policies and procedures contribute to and promote the effective management of work-related stress
- consider and provide strategic support on the implementation of government guidance and recommendations on employee wellbeing
- ensure appropriate measures are in place to prevent, so far as is reasonably practicable, work-related stress
- ensure compliance with The Working Time Regulations 1998 by monitoring workload expectations and preventing excessive working hours
- ensure that all employees have access to relevant information about work-related stress
- ensure that adequate resources are in place to support this policy
- regularly review and monitor sickness absence levels and staff turnover in relation to work-related stress
- ensure the policy is reviewed on a regular basis, annual recommended

## **Headteachers/leaders' responsibilities**

Headteachers and leaders will:

- create a positive work environment that supports employee wellbeing
- encourage open communication about stress and related issues
- provide resources and support to help employees manage stress effectively
- nominate a member of the school Senior Leadership team to be responsible for the co-ordination of stress management in school
- promote a culture in school that ensures all employees are treated fairly and equally
- where appropriate and in consultation with employees, undertake a whole team wellbeing risk assessment to identify the causes of work-related stress and evaluate and mitigate the impact; the findings of which will be shared with employees and the governing body
- ensure that individuals with symptoms of stress-related illness are supported at an early stage with respect, empathy and confidentiality
- offer to undertake a stress risk assessment with any employee who is experiencing signs of stress, the contents of which will be kept strictly confidential unless the employee has agreed for parts, or all of it, to be shared with others who may be able to offer support, for example, the school HR

business partner or occupational health

- where possible, implement control measures to minimise the potential risk/causes of stress at work
- regularly monitor and review any control measures to ensure they are and remain effective in reducing work-related stress
- proactively identify and respond promptly to issues of work-related stress
- ensure that sickness absence and staff turnover is regularly monitored to identify any problem areas
- reduce the impact of work-related stress by promoting a culture of mutual trust, promotion of self-esteem, shared objectives and common goals
- encourage employees to report their views and to discuss stress-related issues in the workplace with a member of the school Senior Management team and/or their trade union/professional association (including safety representatives)
- promote a culture in school where work-related stress is not viewed as a personal weakness
- communicate effectively with all employees and 'manage change' in a sensitive and responsible manner
- review the policy and arrangements for managing work-related stress on a regular basis or following changes in the school Senior Management team organisation or structure

## **Employees responsibilities**

Employees are responsible for:

- co-operating with the school Senior Management team on measures aimed at minimising, so far as is reasonably practicable, work-related stress
- identifying and reporting any stress-related concerns or symptoms to your line manager or a member of the Senior Leadership team so that they have the opportunity to support you and try to improve or resolve any issues
- taking proactive steps to manage stress, such as practicing self-care, seeking support from colleagues or professionals, (where necessary) using the Employee Assistance Programme (EAP) and prioritising tasks and deadlines.
- participating in training and development programs aimed at preventing and mitigating stress

Employees who have concerns about work-related stress and feel unable to raise them with a line manager or the Senior Leadership team, should seek advice from their trade union/professional association.