The Park Federation Academy Trust
James Elliman Academy
Staff Wellbeing Policy 2026 - 2027

Approval

Signed by Principal	Tajinder Johal
Date of approval	September 2026
Date of review	September 2027

Version History

Version	Date	Status and Purpose	Changes overview
1	01/09/2022	Final	Policy Created
2	30.08.2023	Update	Added reference to TPFAT Special Leave and Other Leave Policy and Sickness Absence Policy to make support for staff clearer.
3	08.08.2024	Update	Update contacts and links to guidance.
4	05.08.2025	Update	Update contacts and links to guidance. Make reference to the Sickness Absence Policy.
5	19.08.2026	Update	Updated school values. Added clarity on wellbeing check ins by line managers Added Hall of Fame as a way of showing gratitude. Updated Appendix 8 – Wellbeing support Updated section 5 to include trainee teachers and advice from HR.

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Mental Health and Wellbeing Vision Statement

'Everybody's wellbeing is important and at James Elliman Academy we recognise that promoting positive mental health and wellbeing is an integral part to personal and community success.'

*Through our school values of Resilience, Integrity, Gratitude, Kindness, Diversity and Creativity we build on the skills of staff, children and their families so that the James Elliman environment is a positive place to learn and achieve. W*e encourage everyone within our school community to recognise and build positive mental health and wellbeing, use strategies to support their mental health and know where to go when in need of help.

1. Aims

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aim

2. Promoting wellbeing at all times

2.1 Role of all staff

All staff are expected to:

- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Follow the school's policy on out-of-school hours working, including guidance on when it is and isn't reasonable to respond to communications
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

2.2 Role of line managers

Line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Provide a non-judgemental and confidential support system to their staff
- Take any complaints or concerns seriously and deal with them appropriately using the school's policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures
- Promote information about, and access to, external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods
- Monitor staff sickness absence, and have support meetings with them if any patterns emerge as outlined in the Sickness Absence Policy.
- Conduct return to work interviews to support staff back into work as outlined in the Sickness Absence Policy.
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that led to their resignation.

2.3 Role of senior staff

The Senior Mental Health Lead at James Elliman Academy is Rebecca Pinkney (Vice Principal/DSL).

Senior staff are expected to:

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours
- Manage a non-judgemental and confidential support system for staff
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up-to-date, with clearly identified responsibilities and staff being consulted before any changes are made
- Communicate new initiatives effectively with members of staff to ensure they feel included and aware of any changes occurring at the school
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about, and access to, external support services, and make sure that there are clear routes in place to escalate a concern in order to access further support
- Organise extra support during times of stress

2.4 Role of the governing board

The link Governor for wellbeing at James Elliman Academy is Sandra Hopkinson

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the Principal
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

3. Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- Supporting the request for special leave, to deal with a personal crisis, in accordance to The Park Federation Special and Other Leave Policy and Sickness Absence Policy.
- Arranging external support, such as counselling, Educational Psychologist or occupational health services
- Completing a risk assessment and following through with any actions identified
- Line managers utilising Occupational Health reports to implement additional suggested ways to support staff in the workplace.
- Speaking to the Senior Mental Health Lead

At all times, the confidentiality and dignity of staff will be maintained, unless there is a concern for the wellbeing and safety of a staff member. In cases such as these, the Principal and the Senior Mental Health Lead will be alerted but discussion around the member of staff will be on a need to know basis.

4. Promoting a Positive Working Environment

At James Elliman we provide a positive working environment by upholding the principals set out within this policy. In addition to this we provide the following interventions and strategies to further embed a positive working atmosphere to help promote health wellbeing and work life balance.

- Calm staffroom available to all members of staff and visitors as a place to get away from your main place of work e.g classroom or office and take a break. This can be used before school, during lunchtime and after school. For Senior leaders this room will be the Principal's office.
- Staff wellbeing promoted in the staffroom through displays of support and helplines.
- Gratitude for staff is displayed in the staff room/online through the '*Staff Shout Out Board*' and through the termly Hall of Fame celebration. All staff are encouraged to write messages of thanks to colleagues.
- Line managers allocate time within their management time for 1:1 check ins with staff as required (speak to your line manager to find out when they have allocated time for this).
- Advice and support lines shared in less public spaces, such as the toilets, staff room and PPA rooms.
- Advice and support lines shared at induction meeting for new staff and at all Safeguarding CPD training sessions.
- Staff are encouraged to listen to each other, support each other and alert senior leaders and/or the Senior Mental Health Lead if they are worried or concerned about staff.
- Offer staff supervision for specific members of staff SMHL/DSL/DDSLs/ELSA/Mental Health Champions/Principal.

5. What to do if you have a concern about a member of staff, supply staff, contractor, volunteer or visitor

Struggling with mental health can happen to anyone and at James Elliman Academy we support all adults. Struggling with mental health is not a sign of weakness and our aim is to reach and support anyone within the workplace.

If you have a concern about a member of staff, supply staff, trainee teacher, contractor, volunteer or visitor please do the following:

- Reach out and ask them if everything is ok.
- Listen without judgement, let the adult speak and take a mental note of the facts, repeat back what they have said so that they know you have listened and that you have an accurate account of their concern.
- Direct the adult to any of our other members of staff that they can talk to, or the advice and support lines displayed in the staff room and the toilets.
- If you are concerned about an adult's mental health and personal safety please speak to the Senior Mental Health Lead and/or the Principal. Take advice from HR if needed.
- Maintain confidentiality and only share you concerns with senior leaders on a need to know basis.

6. Monitoring arrangements

This policy will be reviewed annually by the Senior Mental Health Lead. At every review, it will be approved by the Principal.

7. Links with other policies

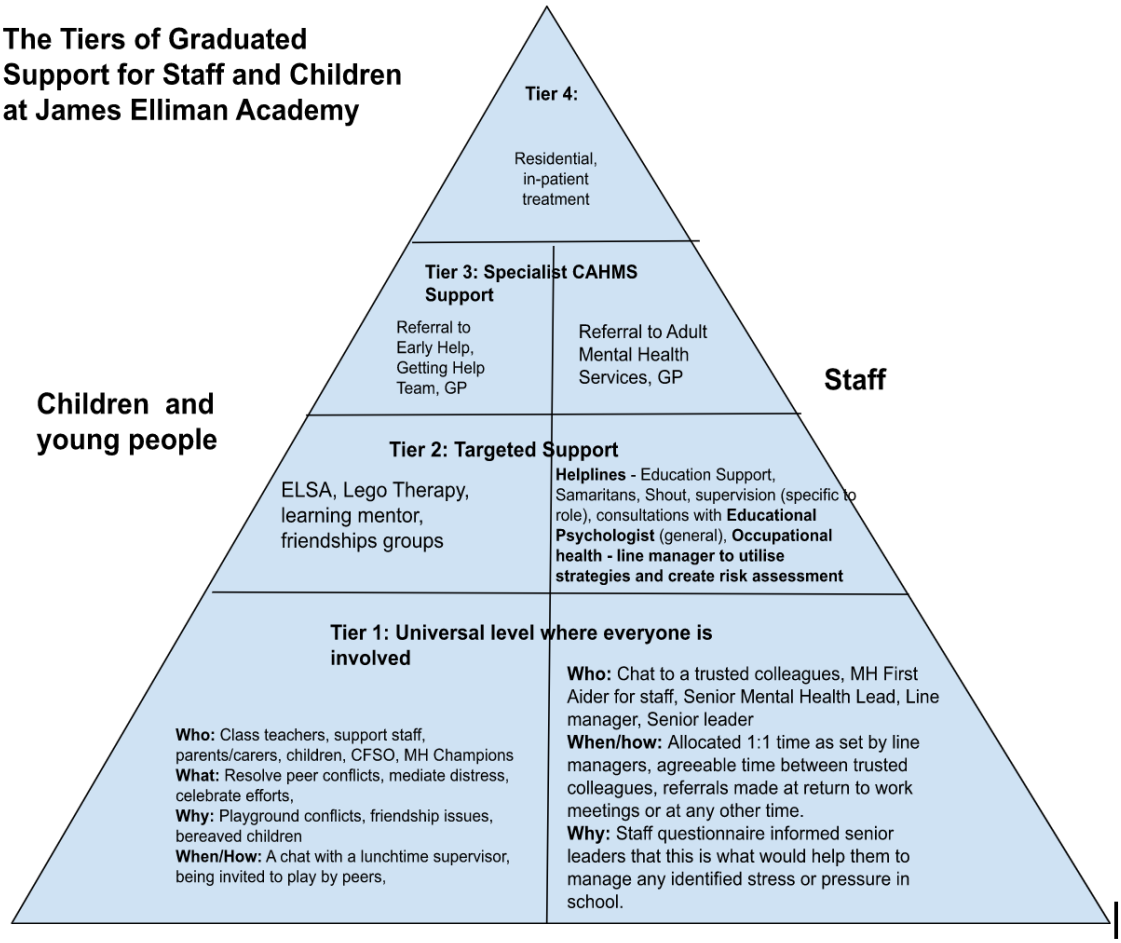
This policy is linked to our:

- Performance Management Policy
- Pupil Wellbeing Policy
- Positive Behaviour Policy
- Capability Procedures
- Staff Code of Conduct
- TPFAT Special and Other Leave Policy
- TPFAT Sickness Absence Policy

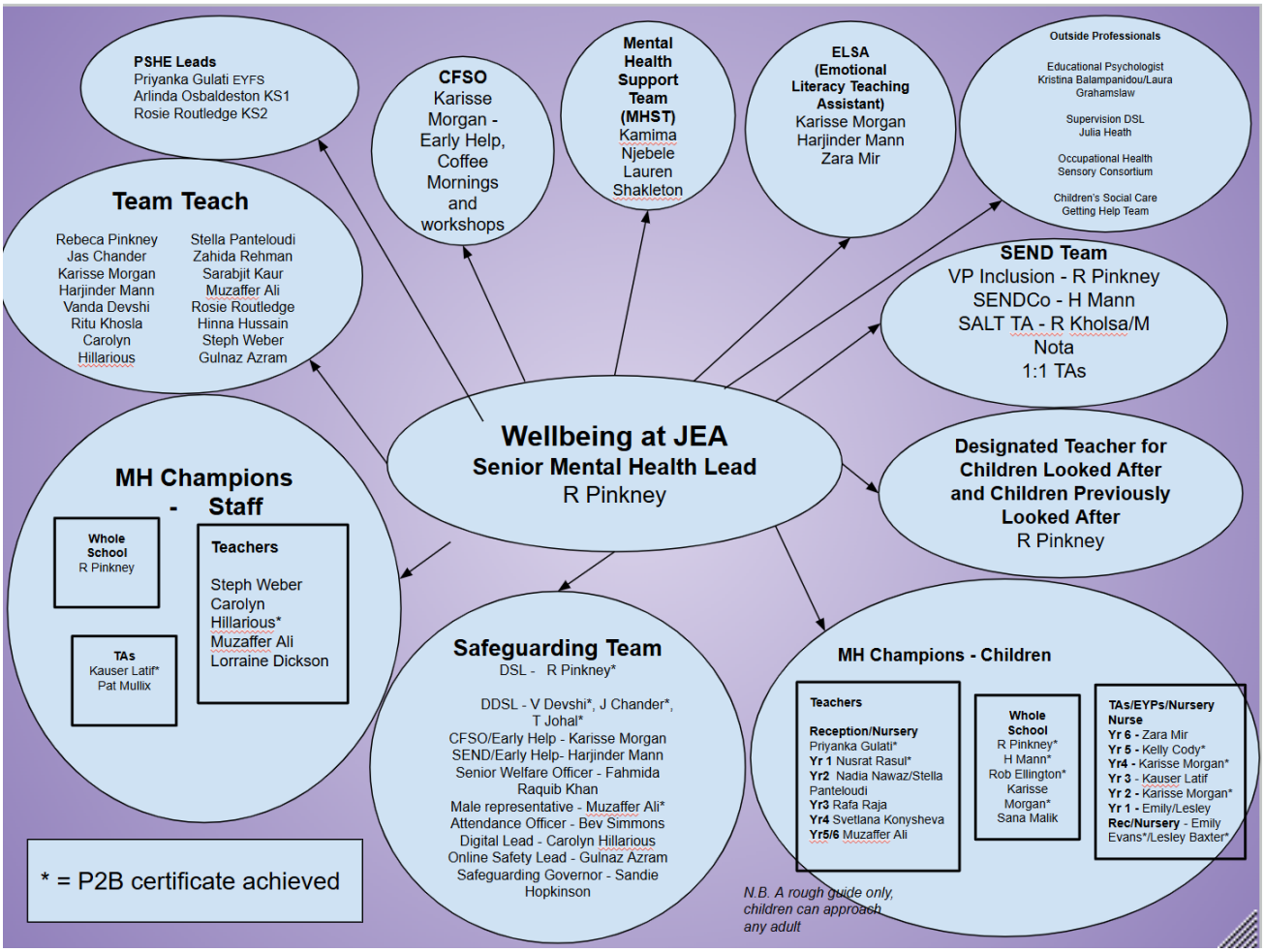
8. Appendices

8.1 The Tiers of Graduated Support for Staff and Children at James Elliman Academy

The Tiers of Graduated Support for Staff and Children at James Elliman Academy



8.2 An Overview of wellbeing at James Elliman Academy



8.3 Protecting our mental health and wellbeing: Support links for staff

Please speak to a trusted colleague or senior leader if you are struggling with your mental health and wellbeing, whether it is in school or at home. We are all here to listen and support each other. If you feel that you are not able to speak to family or colleagues please utilise the following support links and advice lines.

Support	Website Link	Advice Line
Education Support UK charity dedicated to supporting the mental health and wellbeing of teachers and education staff in schools, colleges and universities.	https://www.educationsupport.org.uk/	**08000 562 561**
shout 85258 Shout is a free text messaging service which provides 24/7 support for anyone experiencing a mental health crisis. It aims to connects people in need to trained volunteers who provide help at a time when it is most needed; enabling them to move from a moment of crisis to a calm state and form a plan for next steps to find longer-term support. As texting is private and silent, it opens up a whole new way to find help.	https://www.headstogether.org.uk/programmes/give-us-a-shout/	**Text 85258**
PAPYRUS PREVENTION OF YOUNG SUICIDE Papyrus Prevention of Young Suicide is the UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people. We believe that no young person should have to struggle alone with thoughts of suicide.	https://www.papyrus-uk.org/	**Hopeline** **0800 068 41 41**
SAMARITANS **Samaritans** works to make sure there's always someone there for anyone who needs someone.	https://www.samaritans.org/	**116 123**