

# Staff Well-being

## Introduction

In order that all students have individualised, specialist and outstanding provision, Frank Wise must have a happy and motivated staff who see professional development as fundamental to their role. The foundation for this is to ensure that we consider and plan for staff well-being.

We know that work may bring with it a level of stress and anxiety at times. Whilst this is usually dealt with informally and appropriately by staff for example seeking advice and support from other members of the team, there are occasions when these feelings might be more persistent in strength or time. We encourage staff to share these experiences and know that they are supported in finding ways to resolve them.

Mild and brief episodes of worry can sometimes be more sustained. In the U.K. one in four people will experience some kind of mental health problem in the course of a year. (mind.org.uk) This often manifests itself as anxiety and depression. Whilst we do not have professionals within school who are able to counsel staff, we are fully committed to supporting staff in seeking help and in their return to good health, which may include contacting Schools Advisory Service, which offers a range of well-being support and /or Occupational Health.

At Frank Wise School, we recognise that not only can the job be stressful at times but that there may be circumstances outside of school that are having an impact on how staff feel. We want staff to know that they will not be judged or treated differently because of this and that there are systems in place to support them. They should know that there are people within school who they can speak to and that they do not have to cope alone.

## Supporting Staff - Frank Wise School Well-being committee.

Frank Wise School values everyone's contributions to the work we do as well as to the community of the school. In order to maintain a happy and motivated team and keep morale at a high level, the Well-being committee devises activities to promote well-being, positivity and a feeling of belonging. Activities so far have included a menopause cafe, opportunities for tea/coffee and a chat in whole-school staff termly get-togethers, the chance to engage with others in yoga or book club, a buddy scheme to support new members of staff and our ever popular quiz nights in addition to a disco bingo event. Activities and positive events occur throughout the year and everyone is welcome to join in.

## Supporting Staff at the earliest possible stage

We recognise that a member of staff who is experiencing mental well-being problems may exhibit behaviours that are different from their normal self. They may lose confidence, gain in confidence, appear demotivated or uncharacteristically agitated. Without exception, they will not be judged on this, but will be offered support from within school and then externally by professionals. This would be a staged process and a member of staff knowing that they are being supported internally may be enough. Each person will be treated as an individual and the support they require will be led by them.

There may be times when school feels that a member of staff requires support and they actively resist this. In this case, if the concern for that person is sustained over a period of time and is being expressed by several different sources, then school will take action for the collective well-being of the

school and the long-term health of the individual concerned. The procedure detailed below will be followed.

## Confidentiality

We recognise that all matters relating to a person's mental health are confidential and will not be shared across the school without that person's consent. At Frank Wise School, the senior leadership team have joint responsibility for promoting the well-being of all staff and can therefore be approached at any time if someone is feeling anxious, stressed or depressed and if they have concerns about a colleague. In this way, information can be kept in one place and only disclosed to others, such as external professionals, on a need to know basis.

- All staff should be aware that we cannot promise confidentiality if information given has a direct impact on their day to day role within school
- We will always undertake to keep a 'plan of action' confidential between the member of staff and the senior leadership team, although it may be beneficial to share it within a team if the action requires them to know
- We may contact Oxfordshire Mind for a 'no names' consultation to ask for advice on how to proceed <http://www.oxfordshire-mind.org.uk/help/yourarea/Banbury>
- We may seek the advice and guidance of our HR department based within Hampshire
- We may request an Occupational Health review

## Procedures

The senior leadership team have joint responsibility for promoting the well-being of all staff and are there to offer support and provide an opportunity to talk through any anxieties a member of staff may have. We recognise that this could be provided by another trusted colleague but if that colleague were to become concerned for another person's well-being they would know who to go to.

With a clear system in place, we hope to reduce informal discussions about another person's well-being that could take place around school. If there is a concern, there is one person to talk to. This is in line with our high expectations of professional conduct.

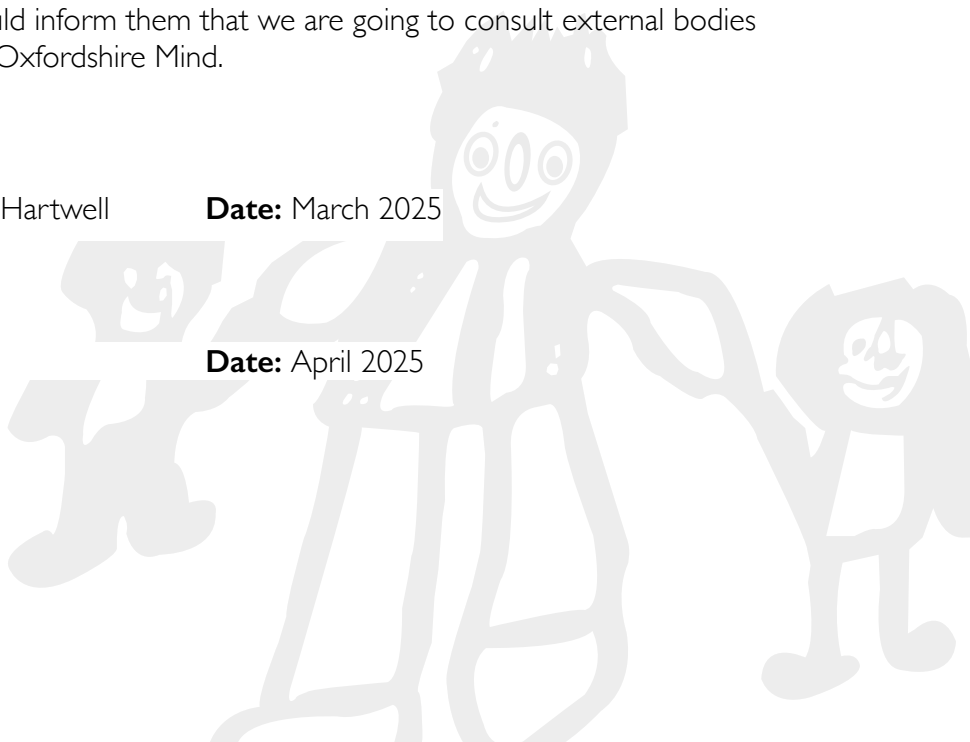
If a member of staff disagreed that they were experiencing a mental health problem and we still had concerns for their well-being we would inform them that we are going to consult external bodies such as occupational health and / or Oxfordshire Mind.

**Reviewed by:** Rachel Gosling, Clare Hartwell  
& Lara Hughes

**Date:** March 2025

**Approved by Governors:**

**Date:** April 2025



# Staff Well-being flow chart

I am concerned about a colleague	I am aware I am feeling stressed / anxious / worried
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Contact SLT
The member of SLT will <b>log concern / disclosure</b> along with a plan of action
<b>Meeting with Person</b>  Member of SLT will: <ul style="list-style-type: none"> <li>• Ascertain how they are</li> <li>• Give information on other services if they require it</li> <li>• Refer them to other services such as the Schools Advisory Service &amp; Employee Assist Programme</li> <li>• Plan second meeting</li> <li>• Create a short-term plan of action with person for both school and person</li> </ul>
IF there are ongoing concerns regarding an employee or concerns which they refute, the member of SLT involved will: <ul style="list-style-type: none"> <li>• Log attempts to have meetings and outcomes of any meetings</li> <li>• Contact Local Authority HR team for advice on procedure</li> <li>• Ask person if they can speak to their next of kin / doctor</li> </ul>

