

2020- 21

Revised As On September 2020



Al Sadiq Islamic English School STAFF WELLBEING POLICY 2020-21



Wellbeing Policy

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.

Rationale

The biggest asset our school has, is its staff; the biggest asset that they have is their health and wellbeing.

This policy is intended to outline the ways in which we can work together to make sure our school is a safe, caring and happy place to work, which, if we get it right, can help to enhance individual wellbeing, through personal fulfilment and professional identity. This in turn will benefit our pupils and our community.

Aims:

- To create a school culture that encourages and supports healthy lifestyle choices.
- To ensure all staff has an awareness of health and wellbeing issues.
- To enable all staff to partake in initiatives that support wellbeing.
- To ensure all staff know who to approach for support with any concerns about their emotional well-being.

Objectives

We advocate a holistic, proactive approach to managing health and rehabilitation issues at work, with everyone working together, staff, leadership team, governors, human resource, too:

- tackle the causes of workplace injury and ill health, including stress and anxiety
- address the impact of health on employees' capacity to work, providing support for those with disabilities and health conditions and rehabilitation
- promote healthier lifestyles and wellbeing to help improve the general health of the workforce.

Priorities

To support the well-being of our staff our priorities are:

Language – to encourage positive language while speaking about mental health.

Communication – to encourage individuals to communicate their needs and concerns.

Relationships – to promote good relationships between staff through training, time, and tea.

Kindness – to promote the importance of treating people as we would want to be treated ourselves
Tolerance – to encourage good practices in the different ways people can think and act, to ensure our goal of providing good outcomes for pupils.

Respect – to provide support to promote good practices among staff members to manage their own mental health or health, providing this doesn't impact on the safeguarding of our pupils.

Harmony – to promote ways of being with each other, including times when opinions differ, or when a person becomes upset with another.

Equality – to ensure all staff members have an equal right to well-being in the workplace.

Trust – to develop a supportive process in which staff can contribute towards the continued wellbeing of co-staff members.

Empowerment – to ensure staff members feel a part of the decision-making process which affects them. This includes consultation on key decisions which affect individual staff, including policies and a genuine right to reply and appeal on decisions that may have an adverse effect.

Balance – to recognize the demands of workload on staff and to find ways to ensure a good balance over a school year, between work that is necessary for good outcomes for pupils and time to enjoy when not at work.

Wellbeing Champion

This role will be to champion mental health for the school community, not to be directly responsible for it. The Head of Inclusion is the designated Mental Health Champion. The role will include:

- Providing a 'listening ear'
- Acting as a signpost for other services or professionals
- Relaying ideas and information to senior staff that could further improve wellbeing at school
- Having knowledge of school improvement plans to ensure that mental health promotion has a key place
- Help to reduce barriers to mental health in school by promoting positive language in relation to mental health

Staff Wellbeing Team

The staff wellbeing team comprises of the senior leadership team, school doctor, school counselor, Head of Years, Form Tutors, Teaching Assistants and Support and Administration Staff. The Staff wellbeing team will work together to create an environment and culture where all members of the learning community feel supported and have the opportunity to flourish.

Staff Wellbeing is a shared responsibility

- building a culture of help-seeking that includes all staff
- reviewing and implementing strategies, structures, and processes to minimize work-related stressors
- providing resources to help staff build their sense of self-efficacy
- encouraging and improving connectedness with children, young people, and colleagues
- ensuring staff receive appropriate recognition for their work
- providing staff opportunities for individual growth and personal development
- Ideally, the staff wellbeing plan should be integrated into a whole-setting approach to mental health that looks at the wellbeing of all learning community members

Self-Care:

While others determine much of your work environment, individually you can take steps to protect and enhance your mental health and wellbeing. Manage your stress in a way that works for you. It might include maintaining positive social interactions and asking for helpful actions to support your wellbeing.

Doing things for yourself to make you feel better

- Monitor your stress – recognize your own signs of stress and identify situations you find difficult, so you can be proactive about managing stress during these times.
- Learn how to manage your stress in positive ways – such as through exercise, relaxation, breathing, meditation, positive self-talk.
- Be aware of your thinking habits – challenge negative or unhelpful thoughts.
- Schedule ‘time out’ for yourself – pursue your hobbies or interests.
- Connect – foster and maintain your personal relationships. A sense of belonging and connection is important for your wellbeing.
- Relax – learn and use breathing techniques, progressive relaxation, visualizations, or meditation to consciously relax your mind and body. Practice mindfulness by focusing your awareness on the present moment.
- Be mindful and self-aware – focus on how you are feeling and how you act, and the impact that can have on your colleagues and your students. Be supportive of others without passing judgment.
- Consider making specific times or days of the week for activities that support your wellbeing, so they become routine and are less likely to drop off at times of increased work demands or other competing priorities.
- Reflect – find a mentor at your workplace or through professional networks to help you grow professionally. Take time to engage in reflective practices about your work and professional development.

If you have spiritual beliefs, make time for regular spiritual practice, or associations with others who share your philosophy.

Ask for Support

If you feel that you aren't evolving as well as you could, it's important to reach out for support. Most of us wouldn't try to treat a broken leg ourselves, but when it comes to our mental health we sometimes think we can fix things on our own, or hope the issues just go away on their own.

That's where our support networks, mental health organisations and health professionals come in. There are plenty of effective treatments for mental health conditions and the sooner you seek support, the sooner you can recover. Reach out for support to the Staff Wellbeing team.

Open-Door Policy

At Al Sadiq, we have a culture in which staff feels confident to openly talk about any difficulties they're facing with the Line Manager/ SLT/Wellbeing Team.

Policy Communication:

Induction for new staff members - this would include receiving a copy of this policy and being given time to read it thoroughly.

- This policy is available on our School Staff Drive
- Time is given during a staff meeting to discuss this policy and contribute to it

Any changes made to this policy is communicated with all members of staff.

Policy Review:

The review process would be January 2022.

- This policy will be reviewed annually.
- All staff will be asked to contribute to its evaluation.

Wellbeing Action Team		
Pastoral Head	Sadia Wajid, Principal	
Pastoral Lead	Georgina Drake, Head of Years, Primary Nicola Thomas- Deputy Head of Years Primary	Aisha Thasneem, Head of Years, Secondary
Pastoral Lead (Admin)	Rohan D'Souza, Administration Manager & Meraj Fatima, School Administrator	
Wellbeing Champion	Sheetal Joshi, Head of Inclusion	
Deputy Wellbeing Champion	Aafreen Nabi, Wellbeing Counselor	
Deputy Pastoral lead	Nazish Razvi, Primary	Rumana Khan and Ms. Ayisha Mumtaz
Wellbeing Mentor FS	Sabika Batool Mirza and Nasreen Mushtaq	Shaziya Mikhdar
Wellbeing Mentor Primary	Harindar Kaur & Kuljeet Kaur Year 1 & 2	Srividhya Ravi and Hazel DSouza, Ms. Krestil Rosabel Year 3 & 4
Wellbeing Mentor Secondary	Rana Saleh, Akifa Ijaz, Ms.Jisha Susan, Zinnaira Umruddeen, Ms. Nibedita Mishra Mr Aness K.A & Fatima Roshan	
Well Being Mentors (Admin)	Pooja Jenson, Dr. Rida Munawar	
Wellbeing Mentor (Support Staff)	Saroj B and Sheryle Cadavona	