NOTE: This template serves as a framework to assist schools in articulating their commitment to prioritising the health and well-being of their employees. This has been shared with trade unions. We encourage Governing Bodies to consider the significance of this matter when adopting or adapting this template.

PLEASE DELETE SECTIONS IN BLUE

**Health and Well-Being Statement**

**Introduction**

This statement outlines our commitment to fostering a work environment that prioritizes the health and well-being of our employees. We are dedicated to creating a workplace that promotes robust mental health and enables our staff to flourish with comprehensive support.

We acknowledge that the physical and psychological well-being of our employees plays a pivotal role in their professional success. To this end, we are unwavering in our determination to manage both the physical and emotional aspects of your work, making well-being an integral part of our organisational culture.

It is important to note that this statement does not constitute a part of your employment contract, and we retain the right to make revisions when necessary.

**Scope**

This statement applies to all employees.

**Role and Responsibilities**

**Governing Body**

As the governing body, we hold the responsibility of ensuring, to the best of our ability, the health, safety, and welfare of all our employees. Furthermore, we are committed to taking reasonable measures to safeguard anyone impacted by our operations.

In addition to minimizing safety risks, this involves managing workplace stress effectively. We will accomplish this by providing:

* The necessary tools and training required for your role
* Opportunities for you to have a say in how you work
* A manageable workload
* Support for maintaining a healthy work-life balance
* Empowerment to adapt positively to change
* A respectful and supportive work environment
* Optimal working conditions

We remain committed to evolving our well-being strategy and related policies to ensure that we consistently promote and support your health and well-being at all levels.

**Line Managers**

Line managers play a crucial role in supporting our well-being strategy by:

* Monitoring workloads to ensure they are manageable
* Tracking working hours and encouraging regular breaks
* Familiarizing themselves with policies impacting well-being, including those related to equality, diversity, inclusion, bullying, harassment, and flexible working
* Consulting with individuals regarding changes that may affect their health and well-being
* Familiarizing themselves with employee support services, such as helplines, online resources, occupational health services, and counseling
* Encouraging employees to participate in well-being initiatives
* Collaborating with relevant professionals, including HR, occupational health, and medical experts, to facilitate the successful rehabilitation of individuals on sick leave
* Maintaining strict confidentiality when assisting individuals

**Staff**

Staff members also have a pivotal role in supporting our well-being strategy by:

* Taking reasonable measures to ensure their own and others' health and safety
* Working appropriate hours, taking regular breaks, and fostering healthy work habits
* Reporting health, safety, and well-being concerns that affect their work to their line managers
* Utilizing counseling and training opportunities
* Actively engaging in our well-being initiatives

**Our Well-being Programs**

[Note: This section is intended for the school to provide details about their specific well-being activities and initiatives.]

For more information, please refer to [source]. We strongly encourage your participation in these programs. We also welcome suggestions for additional well-being activities under this policy. Feel free to share your ideas with [nominated contact].

**Requesting Support**

If you believe that your work or any aspect of it jeopardizes your well-being, we encourage you to initially reach out to the Headteacher. Your openness about any specific issues or necessary adjustments is crucial in ensuring you receive the appropriate support.

Any health-related information shared during discussions with the Headteacher will be treated with utmost sensitivity and confidentiality. In some instances, we may refer you to occupational health for guidance on suitable support, including external resources.

**Employee Assistance Program**

[Note: Delete or insert appropriate information. The school should complete this section. If an employee assistance program is not available, please contact Schools HR for further information.]

As part of our well-being services, we offer an Employee Assistance Program (EAP). This program provides employees with the opportunity to speak confidentially with an independent adviser about any concerns or issues they may be facing. To access the EAP website, please visit [details of the website along with the username and password].

**Data Protection**

We handle all personal data in accordance with our data protection policy and our policy on processing special categories of personal data. Data collected from the point at which we become aware of an issue is securely stored and accessed by individuals solely for the purpose of providing necessary support. Your privacy and data security are of utmost importance to us.