



Gosford Hill School

Staff Wellbeing Policy

Reviewed and signed off by LGB: January 2026

Policy Statement

At Gosford Hill School, we value the wellbeing of our staff and aim to support colleagues throughout their working lives, recognising the impact work can have on stress levels, mental and physical health. This policy, alongside our [RLT Staff Charter](#) and the national [Education Staff Wellbeing Charter](#) set a standard which we all seek to follow; great schools thrive because of the people in them.

We aim to:

- Provide a supportive work environment for all staff; establishing a culture where the wellbeing and mental health of staff is valued and supported through promoting a nurturing culture, healthy lifestyles and positive mental health
- Understand the needs of staff, and how these change over time
- Encourage staff to balance their working lives with their personal needs and responsibilities
- Promote the roles of self-efficacy and personal responsibility in establishing positive wellbeing and mental health
- Support staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims
- Actively encourage open and clear communication from School and Trust leaders
- Ensure staff wellbeing is regularly on the agenda of trust wide headteacher meetings

To demonstrate our commitment to staff wellbeing and mental health we have the following in place:

At a Trust Level

- A team of Wellbeing Network Leads and a Wellbeing Coordinator supporting wellbeing champions, leadership and management across schools. This includes three face to face meetings with schools to discuss staff wellbeing priorities each year.
- A regularly reviewed trust wellbeing strategy.
- We aim to have at least two Wellbeing Champions in our primary schools and our secondary schools

- At least one trained Mental Health First Aider within every school.
- Annual wellbeing surveys to hold ourselves accountable and follow up from the surveys with school leadership teams and support and challenge partners.
- Access to a range of wellbeing resources through our staff members site.
- Free, confidential support through the Employee Assistance Programme for any staff member, or close family member.
- Occupational Health Support for all employees as required and a policy to support emergency and special leave when you need it.
- Employee centred and family friendly policies and practices that support you in and beyond your workplace.
- An annual review (formally appraisal) process with priority given to wellbeing and workload.
- Training and Professional Development to help embed wellbeing into school culture. At least three network meetings each year for wellbeing champions and SLT wellbeing leads including annual wellbeing conference.
- A support network for Wellbeing Champions and SLT wellbeing links prioritising the sharing of successful practice, training and network meetings to refresh skills in maintaining staff wellbeing and the collation of relevant support resources.
- A review of our Staff Charter and Wellbeing offer every two years to ensure we continue to protect, promote and enhance the wellbeing of our staff.

At a School Level

Gosford Hill School is committed to translating Trust-wide values into daily practice through the following strategic pillars:

1. Fostering a Supportive Culture and Ethos

The school prioritises a nurturing environment where staff feel valued and connected. This is achieved through:

- **Peer Support and Connection:** Facilitating regular opportunities for social bonding, peer-to-peer recognition, and collaborative activities to strengthen staff relationships.
- **A Culture of Appreciation:** Ensuring that staff contributions are systematically recognised and celebrated at a leadership level.
- **Holistic Wellness Initiatives:** Integrating evidence-based wellbeing practices into the school's daily rhythm to promote positive mental health.

2. Accessible Professional Support

We ensure that every staff member has clear, confidential pathways to mental health and professional support:

- **On-site Expertise:** Providing direct access to trained Mental Health First Aiders and professional counseling services for individual support and collective staff development.
- **Promoting External Resources:** Maintaining high visibility of the Employee Assistance Programme (EAP) to ensure staff are aware of 24/7 external guidance.

3. Strategic Workload and Work-Life Balance

The school actively manages operational structures to protect staff time and promote a sustainable work-life balance:

- **Conscious Calendar Management:** Scheduling data captures, evening requirements, and INSET days with careful consideration of peak workload periods and staff capacity.
- **Operational Flexibility:** Implementing structural adjustments to the school day and duty rotas where possible to support staff recovery and wellbeing.
- **Assessment and Feedback Windows:** Providing designated timeframes for marking and data entry following major assessment periods to prevent burnout.

4. Transparent Communication and Consultation

We maintain an environment of "no surprises" through clear and timely information sharing:

- **Proactive Information Flow:** Utilising regular briefings and bulletins to provide staff with advance notice of school events, community updates, and organisational changes.
- **Staff Voice:** Systematically collecting staff feedback through regular surveys and consultations to inform school-wide wellbeing priorities.

5. Leadership, Accountability, and Inclusion

Wellbeing is an integral part of the school's leadership and governance structure:

- **Strategic Oversight:** Maintaining staff wellbeing as a standing item on Senior Leadership Team (SLT) agendas, supported by a dedicated Wellbeing Group and Staff Champions.
- **Supportive Management:** Embedding wellbeing into induction, probation, and line management processes to ensure every staff member is supported from their first day.
- **Equality and Flexibility:** Upholding an inclusive culture through ongoing Equality, Diversity, and Inclusion (EDI) training and a transparent approach to flexible working requests.