Castle Camps C. of E. (V.C.) Primary School

Policy for
Staff Mental Health & Well-Being

Date Approved by the Governing Body: 28th September 2026
Date for Review: September 2027

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

STAFF MENTAL HEALTH & WELL-BEING POLICY

Rationale and commitment

Castle Camps Primary School values the health and wellbeing of everyone who works here. We are committed to a respectful, supportive environment where staff feel able to seek help and where work-related risks to mental health are identified and managed.

The Governing Body and school leaders recognise the duty to protect employees from work-related stress so far as is reasonably practicable. Support is offered sensitively, and staff are treated fairly in line with the Equality Act 2010 and relevant employment and health and safety requirements.

Understanding work-related stress

The Health and Safety Executive describes work-related stress as an adverse reaction to excessive pressures or demands. The school uses the HSE Management Standards to examine six areas of working life: demands, control, support, relationships, role and change.

We seek to prevent harm by identifying pressures early, consulting staff about changes, allocating work realistically and reviewing risk controls. Wellbeing activities are additional to, not a replacement for, managing the underlying causes of stress.

Responsibilities of governors and leaders

The Governing Body provides oversight of the school's approach to stress and wellbeing. The Headteacher and line managers promote reasonable workloads, effective communication, constructive relationships and safe working arrangements.

Managers listen to concerns promptly and without judgement; consider workplace stress risk assessments; agree practical actions, adjustments or support; review action plans; and follow appropriate policies where attendance, conduct, bullying or performance issues arise.

Staff consultation, safeguarding responsibilities, reasonable adjustments, occupational health advice and data protection are considered in any decisions affecting a person's wellbeing.

Responsibilities of staff

All staff help maintain a kind and professional environment, treat colleagues with dignity and raise concerns where work circumstances are affecting health or safety. Staff are encouraged to speak to their line manager, the Headteacher or another appropriate senior leader when support is needed.

Staff should follow agreed working practices, take breaks and leave entitlements where applicable, engage with support plans and report bullying, harassment, violence or other concerns through the appropriate channels. A member of staff is not required to disclose a medical diagnosis to colleagues.

Managing workloads and change

School leaders review the demands placed on staff, including teaching and preparation time, administrative duties, pupil needs, behaviour incidents and engagement with families. Change is explained clearly, with opportunities to ask questions and contribute views.

Where a significant new pressure is identified, managers work with affected staff to assess the risk and consider controls such as prioritisation, changed deadlines, redistribution of duties, training, additional resources or adjustments. Actions and review dates are recorded as appropriate.

Support when a concern is raised

A member of staff can request a private discussion about stress, mental health or workload. The manager will listen, establish any immediate safety issues, discuss practical steps and agree how and when progress will be reviewed. Where appropriate, the school may consider occupational health, employee assistance, external healthcare services, phased return or other reasonable adjustments.

Information is handled confidentially and shared only with those who need it for a legitimate reason. Where a concern relates to the Headteacher, staff may approach the Chair of Governors or use the school's grievance or whistleblowing procedure as appropriate.

Absence, return to work and workplace adjustments

Sickness absence and return-to-work discussions are managed sensitively under the school's applicable employment procedures. Managers consider individual circumstances, medical advice and reasonable adjustments, including changes to duties, hours, working arrangements or equipment where appropriate.

The school will not assume that the same intervention suits everyone. Plans are reviewed with the individual and updated when circumstances change.

Positive workplace culture

The school promotes professional respect, clear role expectations, fair treatment and staff participation in decision-making. Bullying, harassment and discriminatory behaviour are not tolerated. The wellbeing of staff working alone or in demanding pupil-facing roles is included in relevant risk assessments.

Positive relationships, recognition, access to learning and development, and healthy boundaries around workload are encouraged.

Monitoring and review

The Headteacher and Governing Body consider available anonymous or aggregated evidence such as staff feedback, absence patterns, turnover, workplace concerns and completed risk assessments. The school reviews the effectiveness of agreed measures without unnecessarily identifying individuals.

This policy is reviewed at least annually and following significant changes in work, workplace risks or national guidance.

Related policies and guidance

This policy should be read alongside the school's current safeguarding, health and safety, equality and other relevant operational policies. Staff follow the versions in force and seek advice from the Headteacher or designated lead when necessary.

School policy documents: https://www.castlecampsschool.co.uk/resources-policies-1/

HSE work-related stress guidance: https://www.hse.gov.uk/stress/risk-assessment.htm

HSE lone-working guidance: https://www.hse.gov.uk/lone-working/employer/index.htm

Keeping Children Safe in Education 2026: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2