



Beaconhouse Private School Al Ain

STAFF WELL BEING POLICY 2025-2026

(Reviewed in August 2025)

Reviewed by:	SLT
Review Date:	August 2025
Next Review Date:	June 2026
SLT's Signature:	<i>Mahmud M. S. Shauk</i>
Principal's Signature:	<i>[Signature]</i>
Board Governor's Signature:	<i>[Signature]</i>



Table of Contents

1. Introduction.....	4
2. Purpose.....	4
3. Definitions.....	4
4. Policy.....	5
4.1 Staff Wellbeing Strategy.....	5
4.2 Staff Wellbeing Commitment: Acknowledge and uphold our duty of care towards all staff.....	5
4.3 Wellbeing Framework: Implement a holistic approach to wellbeing, addressing social, physical, mental, intellectual, and emotional needs.....	5
4.4 Wellbeing Committee: Establish a dedicated Wellbeing Committee to:.....	5
• Outline roles and responsibilities.....	5
• Plan and execute wellbeing initiatives.....	5
• Maintain a calendar of wellbeing events and guidelines.....	5
• Organise onboarding programmes and wellbeing-focused events (e.g., sports days, staff lunches).....	5
• Provide healthcare support, counselling referrals, and resources for managing work-life balance.....	5
• Regularly check staff wellbeing through proactive communication.....	5
• Implement grievance resolution and whistleblowing processes.....	5
5. Supporting Staff Wellbeing.....	6
5.1 Staff Support Mechanisms:.....	6
• Identification Process: Develop a system to identify staff at risk, providing early support and engagement.....	6
• Serious Wellbeing Concerns: For high-risk cases, establish confidential reporting channels to escalate issues as appropriate.....	6
5.2 Counselling Support:.....	6
• Provide initial counselling through trained staff, such as nurses or counsellors, with referrals to external professionals as required.....	6
6. Grievances and Whistleblowing.....	6
6.1 Grievance Mechanism:.....	6
• Facilitate easy and confidential reporting of grievances.....	6
• Ensure transparent and timely resolution processes to foster a positive work environment.....	6
6.2 Whistleblowing Procedure.....	6
• Allow staff to report serious concerns to law enforcement without breaching confidentiality agreements.....	6
• Investigate whistleblowing reports confidentially, imposing appropriate sanctions when necessary and providing support to minimise emotional impacts.....	6
7. Confidentiality of Wellbeing Records.....	7
7.1 Record Keeping:.....	7

1. Introduction

Beaconhouse is committed to fostering a supportive work environment that promotes staff wellbeing, crucial to staff retention, motivation, and job satisfaction. This policy outlines our commitment to fairness, professional treatment, growth opportunities, and respect for staff privacy and wellbeing.

2. Purpose

- **Create a Welcoming Environment:** Establish a positive and inclusive environment for all staff.
- **Encourage Collaboration:** Promote a caring, supportive, and collaborative workspace with safe zones for discussing any aspect of wellbeing.
- **Enhance Staff Satisfaction:** Prioritise staff experiences and wellbeing to improve job satisfaction.

3. Definitions

- **Duty of Care:** Responsibility to ensure the health, safety, and wellbeing of all staff members, with proactive measures to reduce foreseeable risks.
- **Grievance:** Any unresolved issue related to the application of policy, practices, or procedures, including disciplinary actions or claims of unfair treatment.
- **Whistleblowing:** Reporting of serious organisational malpractices, such as fraud or risks to individual safety, while protecting the whistleblower's identity.

4. Policy

4.1 Staff Wellbeing Strategy

4.2 Staff Wellbeing Commitment: Acknowledge and uphold our duty of care towards all staff.

4.3 Wellbeing Framework: Implement a holistic approach to wellbeing, addressing social, physical, mental, intellectual, and emotional needs.

4.4 Wellbeing Committee: Establish a dedicated Wellbeing Committee to:

- Outline roles and responsibilities.
- Plan and execute wellbeing initiatives.
- Maintain a calendar of wellbeing events and guidelines.
- Organise onboarding programmes and wellbeing-focused events (e.g., sports days, staff lunches).
- Provide healthcare support, counselling referrals, and resources for managing work-life balance.
- Regularly check staff wellbeing through proactive communication.
- Implement grievance resolution and whistleblowing processes.

5. Supporting Staff Wellbeing

5.1 Staff Support Mechanisms:

- **Identification Process:** Develop a system to identify staff at risk, providing early support and engagement.
- **Serious Wellbeing Concerns:** For high-risk cases, establish confidential reporting channels to escalate issues as appropriate.

5.2 Counselling Support:

- Provide initial counselling through trained staff, such as nurses or counsellors, with referrals to external professionals as required.

6. Grievances and Whistleblowing

6.1 Grievance Mechanism:

- Facilitate easy and confidential reporting of grievances.
- Ensure transparent and timely resolution processes to foster a positive work environment.

6.2 Whistleblowing Procedure

- Allow staff to report serious concerns to law enforcement without breaching confidentiality agreements.
- Investigate whistleblowing reports confidentially, imposing appropriate sanctions when necessary and providing support to minimise emotional impacts.

7. Confidentiality of Wellbeing Records

7.1 Record Keeping:

- Maintain the confidentiality of all staff wellbeing information per relevant data protection regulations.
- Ensure secure handling of staff medical records and any wellbeing-related information.