



Staff Wellbeing Policy

Academic Year 2023-2024

The Policy Statement

At Beaconhouse Private School-AI Ain, we are dedicated to creating a nurturing and supportive environment for our staff members. This Staff Wellbeing Policy outlines our commitment to prioritizing the physical, mental, and emotional well-being of our staff and fostering a positive work culture.

This policy recognises that there are many sources of work-related stress that can badly affect the overall well-being of staff. The Policy ensures staff well-being is regularly monitored and reviewed against the UAE health and safety standards.

The school will promote the well-being of employees by:

- ✚ Developing a culture that is open and supportive for staff who experience stress or any other forms of mental health issues.
- ✚ Establishing a collaborative workload arrangement to maintain the work-life balance.
- ✚ Collaborating with staff to create constructive and effective working partnerships both within teams and across the school.
- ✚ Cultivate a workplace culture that values and promotes staff well-being.
- ✚ Enhance job satisfaction, engagement, and overall performance among staff members.
- ✚ Provide resources and support for staff to manage stress, maintain health, and achieve work-life balance.
- ✚ Address well-being concerns promptly and effectively.
- ✚ Support flexible work arrangements to accommodate personal needs and responsibilities.
- ✚ Promote the use of annual leave and discourage excessive overtime.
- ✚ Organize family-friendly events and activities to strengthen work-life balance.

Roles and Responsibilities of Staff Wellbeing Stakeholders and the Senior Leadership Team including the Principal, Admin staff will:

- ✚ Organize initiatives and events to promote the health and well-being of the staff.
- ✚ Develop a culture of cooperation, trust, and mutual respect within the school.
- ✚ Make sure all staff are maintaining a reasonable work-life balance.
- ✚ Promote effective communication to talk freely about any issues which impact their ability to carry out their work.
- ✚ Encourage maximum staff participation in all wellbeing programs undertaken by the school wellbeing team.
- ✚ Promote cultural inclusivism and tolerance.
- ✚ Make sure the Environment Safety of the staff by adopting a well-clear E-safety policy.
- ✚ Create a whole school Environment safety team in order to maintain the online safety of the school community.

Wellbeing team members

- ✚ Health and Safety Officer
- ✚ Principal
- ✚ SLT
- ✚ Events Coordinator
- ✚ Facilities Manager
- ✚ HR Specialist
- ✚ Nurse
- ✚ IT Specialist
- ✚ Mawa'ada Committee

The Mawa'ada Committee

The Mawa'ada Committee plays a crucial role in promoting a sense of community and enhancing the well-being of our school staff. To ensure a diverse and inclusive representation, members of the committee are democratically elected from various staffing departments. The committee then elects a Chairperson and Secretary to lead its activities.

Key Aspects of the Mawa'ada Committee:

Committee Structure:

- The committee consists of democratically elected members from different staffing departments.
- A Chairperson and Secretary are elected by the committee members to lead its activities.

Core purpose of Mawa'ada

- ✚ Addressing general concerns and promoting overall staff well-being
- ✚ Actively considering and implementing suggestions from all staff members for school improvement
- ✚ The planning and coordinating of staff functions, such as Professional Development (PD), End of Term (EOT) staff events, and wellness activities (both within and outside of school), aim to include all staff and families. This is done with the purpose of strengthening staffing bonds, particularly given the diverse cultural mix within our staffing community.
- ✚ Setting up and maintaining wellness initiatives on a daily, weekly, monthly, and term-to-term basis, including Staff of the Term (SOT), a Birthday notice board, and securing other daily suppliers for coffee and tea.

The wellbeing team will:

- ✚ Organize appropriate well-being events and initiatives to promote health and well-being.
- ✚ Ensure the well-being policy is kept under review and updated.
- ✚ Liaise with the senior leadership team to develop and implement a well-being policy in school.

- ✚ Manage surveys to better understand the areas of work stress and other negative effects on staff wellbeing.
- ✚ Promote reward schemes.

Employees will:

- ✚ Treat all colleagues with mutual respect and dignity.
- ✚ Cooperate with school authorities for implementing and maintaining the staff wellbeing policy.
- ✚ Participate in staff wellbeing programs.
- ✚ Work collaboratively for the betterment of the school.
- ✚ Take self-responsibility for working productively and supporting others to avoid work stress

Display screen equipment

The following measures should be taken:

- ✚ Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary.
- ✚ Place feet flat on the floor or use a footrest and use a document holder if necessary.
- ✚ Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- ✚ Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- ✚ Look into the distance periodically - at something at least 20 feet away.
- ✚ Vary your routine. Take a few minutes away at regular intervals to organize materials or files or to deliver completed work.
- ✚ Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

Monitoring and reviewing:

The Senior Leadership Team and all staff members share the responsibility of implementing and upholding this policy. The policy will be regularly reviewed and updated to ensure its alignment with evolving needs and best practices.

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| Review Date | 24 November 2023 |
| Next Review Date | September 2024 |
| Principal's Approval |  |
| Board of Governors |   |