



Staff Wellbeing Policy

Policy Review

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **31st August 2014**

Last review date: **22nd July 2018**

Date of next review: **22nd July 2019**

Signed

Date: 22nd July 2018

A handwritten signature in black ink, appearing to be "Craig Dembicki", written in a cursive style.

Craig Dembicki
Managing Director
Education 1st

Purpose

A good work-life balance and motivated and positive approach to work is central to staff effectiveness and student learning. Education 1st has a responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all their employees. This document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and other interests and Education 1st's commitment to supporting staff in the workplace.

Education 1st will aim to:

- Improve the effectiveness of Education 1st by actively reducing staff absenteeism and turnover
- Develop a motivated workforce, with high morale and resilience, able to inspire and deliver a better education for our students
- Improve teamwork, staff development and cooperation by effectively distributing leadership
- Recognise that excessive hours of work might reduce staff effectiveness and wellbeing.
- Operate in a fair and consistent manner
- Value staff for their contribution to Education 1st
- Provide a forum for staff to discuss wellbeing issues

Principle

All staff at Education 1st will be encouraged in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively. This will include:

- All new employees receive a planned induction programme
- Clear identification of the duties and responsibilities relating to staff roles, reviewed annually, to aid them in the delivery of their work and managing expectations of the job;
Working with staff to agree and provide appropriate training to enable them to do their jobs competently and effectively
- Developing a culture which encourages efficient and effective working practices and that discourages staff from working excessively long hours
- Involving, encouraging and enabling staff to actively participate in their own career and personal development
- Consulting with staff on decisions relating to their employment, encouraging them to seek third party advice, e.g. to confer with their Professional Association and Union representatives, where appropriate
- Granting special leave, as appropriate, when staff are faced with an emergency outside of work situation or an extraordinary event
- Providing suitable workplace facilities for breaks and relaxation
- To provide a safe working environment as far as is reasonable and practicable