




Gulf Indian High School, Dubai



GIHS STAFF WELLBEING POLICY **(2023-2024)**

Approved & Adopted on	03.04. 2023	To be reviewed	Annually
Reviewed by	Governing Body	Signed	



GIHS Staff Wellbeing Policy

Introduction

GIHS guarantees that staff are supported and encouraged to develop personally and professionally. We recognize that staff wellbeing is important to student's achievement and the school's performance.

Gulf Indian High School is committed to make sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress.

The purpose of this policy is to **maintain a school code which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.**

Aims of the policy

We aim to:

- Develop a healthy, motivated workforce who are able to deliver a high-standard of Education to students.
- Help ensure that our school promotes the health and wellbeing of all staff members, recognizing the impact, work can have on employees' stress levels, mental and physical health.
- Communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly
- Provide staff with training to deal positively with stress, and provide them with a sense of confidence to deal.
- Improve staff development, co-operation and teamwork by creating effective leaders
- Make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.
- Identify and understand what wellbeing at work means to the Staff of GIHS and to ensure that those things remain a focus for Leadership.

We will continue to monitor staff wellbeing regularly, creating our own Questionnaires.

Roles & Responsibilities

The GB at GIHS will:

- Take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance
- Ensure that clear procedures are in place that will minimize the levels of stress caused to staff.
- Provide a range of strategies for involving staff in the school decision making process.
- Review the demands of staff, and seek practical solutions wherever possible
- Adopt a process to monitor staff wellbeing via various routes including regular wellbeing questionnaires
- Consider and provide if possible, personal and professional development opportunities in areas such as stress management, team building and time management

The Principal will:

- Ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard
- Encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.
- Support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress.
- Adopt school policies and provide clear guidance.
- Ensure that there is clear communication between staff and management with regards to all areas of school life
- Create reasonable opportunities for employees to discuss concerns, and will enable Staff to do so in an environment where stress is not considered a weakness.

- Actively promote new and innovative ways of reducing workload while not impacting student achievement and the school's performance.
- Appoint a safeguarding team responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school.
- Ensure that clear policies, procedures and actions are in place and are followed at all times.

Staff members will:

- Make themselves aware of the school's policies.
- Ask their leaders for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Identify opportunities for development and take advantage of those offered by the School.
- Apply for requests for leave of absence in advance and be honest about sickness absence leave
- Be encouraged to share their views, ideas and feelings about all issues concerning the school at formal meetings and directly with their leaders.
- Be encouraged to respond to requests for completion of staff questionnaires so that all staff feedback can be included which will help form plans.