

WISE INDIAN PRIVATE SCHOOL											
King Faisal Street											
Al Riqqah,											
Umm Al Quwain											
UAE											
POLICY NAME		<u>Policy on Staff Wellbeing</u>		POLICY NO.		WISE/POL/ACA/015					
EFFECTIVE DATE		April 1, 2021		DATE OF LAST REVISION		March, 2024		VERSION NO.		002	

VERSION HISTORY					
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED By:	Signature of Approving Authority:
001	Kavitha Ashly Admin Officer	April 1, 2021	New Policy Draft	Sofiya Singh Principal	
002	Ambika M Admin Officer	March 1, 2024	Policy Revision	Anjana Iraddi Principal	

DEFINITION:

Wellbeing is the ability to feel good and function effectively. It gives staff members the resources to navigate the highs and lows they all experience in their lives, while enabling all to intellectually, emotionally, socially and physically 'flourish'. As a result, everyone is more resilient and has more energy; we are healthier, happier, and more productive.

PURPOSE:

Feelings of wellbeing are fundamental to the overall health of an individual, enabling them to successfully overcome difficulties. Past experiences, attitudes and outlook can all impact wellbeing as can physical or emotional trauma following specific incidents.

WISE Indian Private School takes the wellbeing of all its stakeholders at top priority. The school follows the PERMA model which is an accessible framework for promoting workplace well-being. The framework presents five facets:

- P- Positive Emotions
- E- Engagement
- R- Relationships
- M- Meaning
- A- Accomplishment

POLICY FRAMEWORK:**P- Positive Emotions**

- Robust policies to be implemented to ensure the staff members' emotional and physical safety in school.
- Encourage staff to be fully involved in the decisions of the school through staff forums in which staff can talk freely about any issues which impact on their ability to carry out their jobs.
- Take responsibility for their own health and well-being by adopting healthy lifestyles.
- Organize cultural programs and field trips, treks and picnics to encourage staff to spend quality time with family and friends.
- Tea and lunch meetings to be conducted at regular intervals to help the staff unwind.
- Share joys, and grief together.
- Organise interfaith prayer meets at regular intervals.

E- Engagement

- Devise manageable workloads to maximize the staff productivity.
- Be considerate to staff members who are undergoing a tough phase in personal life.
- Organise need based CPDs.
- Provide resources and adequate challenges.
- The work environment should be ergonomically conducive.
- Establish strength-based goal setting and leadership practices. Ensure faculty and staff have regular opportunities to identify the projects and goals that they are working on that build on their strengths and interests.

R- Relationships

- SMT must promote opportunities for collaboration & interaction within & amongst their groups.
- Acknowledge and appreciate tasks when successfully completed or attempted.

- Regular feedback to be provided to the staff by their line managers or the members of SMT.
- Encourage staff members to celebrate joys and share grief with each other.
- SMT/line managers must make regular positive phone calls and send emails appreciating their team members.
- Listen to the staff concerns and address them positively.
- Celebrate each other's festivals and organize get together

M- Meaning

- Encourage staff members to reflect on "What difference am I making?"
- Promote meaningful and engaging tasks that enable the staff members in lending a hand to their peers, neighbors, friends and people around them.
- Encourage participation in charity drive, cleanup drives and other school campaigns.

A- Accomplishment

- Reward the accomplishments through appreciation letters and other rewards.
- Set high and clear expectations for quality work.
- Give a pep talk and support to the members who are struggling to complete the assigned task.
- Staff accomplishments to be considered for staff appraisals, promotions and incentives.

Role of staff in self-wellbeing:

- Acknowledge and accept a wide range of feelings in oneself as well as in others.
- freely express and manage one's own feelings, to develop positive self- esteem
- Involve in regular physical activities, proper nutrition and health care, such as exercise or sports, and personal hygiene.
- Learn from challenges and experiences.
- Spend quality time with family and friends.
- Sleep at least 7 hours a day to recharge yourself.

Responsibility of the SMT and the Governing Body:

- Develop a robust Well-being policy and recommend its adoption by the school.
- Monitor the implementation of the Well-being policy and the operation of associated arrangements such as the staff counselling service.
- Review the policy every year following feedback from staff surveys, SLT information provided by staff.
- Make appropriate arrangements for implementing the Well-being policy
- The senior management team will ensure that teachers and staff receive individualized support from school leaders and management in times of difficulty or during a personal crisis.
- The senior management team should ensure that teachers have, at a minimum, a lunch break of 30 minutes per day.
- The senior management team will develop resources to encourage awareness of wellbeing, facilitate peer support, and provide clear, quick and appropriate follow-ups to staff concerns.
- The senior management team will endeavor to offer a sensitive, personalized and empowering approach for the school community. Support may include, but is not limited to: awareness-raising and prevention; information, signposting and advice; reasonable adjustments; anxiety mentoring; personal coaching; and external referrals to a network of health professionals if required.

- The senior management team are encouraged, over time, to develop activities to promote staff physical, social and emotional competence to enhance their overall wellbeing.