



**L I F E   G I V E N**  
Coaching & Consultancy Ltd

Transformational Coaching and Leadership Coaching

# STAFF WELLBEING CHARTER

## SELF ASSESSMENT TOOL



# WHY DO I NEED ONE?

**Along with health and safety, employers must protect the wellbeing of everyone on site, including employees, volunteers, pupils, and visitors. Schools must ensure that staff are not hurt physically or emotionally and have a duty of care to their employees.**

**Having a strong staff wellbeing charter in place can increase work productivity from all individuals and reduce sickness absences, therefore promoting a healthier work life culture.**

## Key Areas to consider:

### **Staff Wellbeing**

#### **Mental Health**

- Promote mental health awareness and reduce stigma.
- Provide access to mental health support services.
- Offer training on stress management and resilience

#### **Physical Health**

- Encourage healthy lifestyle choices.
- Provide access to resources for physical activity and healthy eating.
- Address workplace safety and ergonomics.

#### **Work-Life Balance**

- Promote flexible work arrangements where feasible.
- Encourage staff to take breaks.
- Address workload management and prevent burnout.

#### **Social Wellbeing**

- Foster a sense of community and belonging.
- Encourage positive social interactions and teamwork.
- Address workplace bullying and harassment.

#### **Professional Development**

- Provide opportunities for growth and development.
- Help staff feel valued and that their career is being supported.

### **Implementation and Accountability**

#### **Leadership Commitment**

- Ensure senior management actively supports and champions the charter.
- Integrate well-being into organisational policies and practices.

#### **Staff Involvement**

- Involve staff in the development and implementation of the charter.
- Establish a staff well-being committee or network.
- Gather feedback regularly.

#### **Resources and Support**

- Allocate adequate resources to support well-being initiatives.
- Provide access to trained professionals and support services.

#### **Monitoring and Evaluation**

- Establish metrics to track the effectiveness of the charter.
- Conduct regular surveys and assessments to gather feedback.
- Be prepared to adapt the charter based on the results of the monitoring.

#### **Legal and Ethical Considerations**

- Ensure the charter complies with all relevant employment laws and regulations.
- Handle personal data in accordance with privacy laws.
- Maintain ethical standards in all well-being initiatives.

# BUILD THE TEAM

Don't complete the assessment by yourself, instead gather a team so you can consult.

Ask people from different departments to be involved.

Remember a variety of stakeholders will see things from different perspectives.

Asking the pupils and parents for their opinion on staff wellbeing could be enlightening.

Ask someone who is not part of the leadership team to be the wellbeing champion lead.





# WHERE ARE WE NOW?

1. Highlight in green where you think you are on the grid.



## Embedding the Charter

| 1. Leadership Commitment  | 2. Develop the Charter   | 3. Implement the Charter   | 4. Embed the Charter in Daily Operations  |
|---|--|--|---|
| <p><b>Senior Leadership Buy-in:</b> Ensure that senior leadership actively supports the wellbeing charter and prioritises staff wellbeing.</p> <p><b>Allocate Resources:</b> Allocate sufficient resources, including budget and time, to implement the charter.</p> <p><b>Appoint a Wellbeing Champion:</b> Assign a dedicated individual to oversee the implementation and monitoring of the charter.</p> | <p><b>Consult with Staff:</b> Involve staff in the development process to ensure their needs and concerns are addressed.</p> <p><b>Define Core Principles:</b> Clearly articulate the core principles of the charter, such as promoting mental health, work-life balance, and a supportive work environment.</p> <p><b>Set Clear Objectives:</b> Establish specific, measurable, achievable, relevant, and time-bound (SMART) objectives to guide the implementation of the charter.</p> | <p><b>Implement the Charter:</b> Communicate Effectively: Disseminate the charter widely and ensure all staff understand its purpose and implications.</p> <p><b>Train Staff:</b> Provide training to managers and staff on mental health awareness, stress management, and effective communication.</p> <p><b>Review Policies and Procedures:</b> Review existing policies and procedures to ensure they align with the wellbeing charter and make necessary adjustments.</p> <p><b>Create a Supportive Workplace Culture:</b> Foster a positive and inclusive work environment where staff feel valued, respected, and supported.</p> <p><b>Provide Access to Wellbeing Resources:</b> Offer a range of resources, such as employee assistance programs, mental health services, and flexible working arrangements.</p> <p><b>Monitor and Evaluate:</b> Regularly monitor the implementation of the charter and collect feedback from staff to identify areas for improvement.</p> | <p><b>Integrate Wellbeing into Performance Management:</b> Consider wellbeing as a key performance indicator and incorporate it into performance reviews.</p> <p><b>Promote Work-Life Balance:</b> Encourage staff to take breaks and disconnect from work outside of working hours.</p> <p><b>Foster Open Communication:</b> Create opportunities for open and honest communication between staff and management.</p> <p><b>Celebrate Successes:</b> Recognise and reward staff who demonstrate commitment to wellbeing.</p> |



# SWOT

If you don't yet have a charter  
use it as a tool to explore how  
it might look.

Carryout a SWOT analysis on your staff wellbeing  
charter to be really clear on the four areas below.

Strengths

Weaknesses

Opportunities

Threats



# Staff Wellbeing Charter

Gather the ideas that staff would like to include in the charter:

# ACTION PLAN

Use the Key Areas from Page 2 to help you complete the action plan.

| Key Area | How will it be done? | Review date | Date to complete | People Responsible | Budget |
|----------|----------------------|-------------|------------------|--------------------|--------|
|          |                      |             |                  |                    |        |
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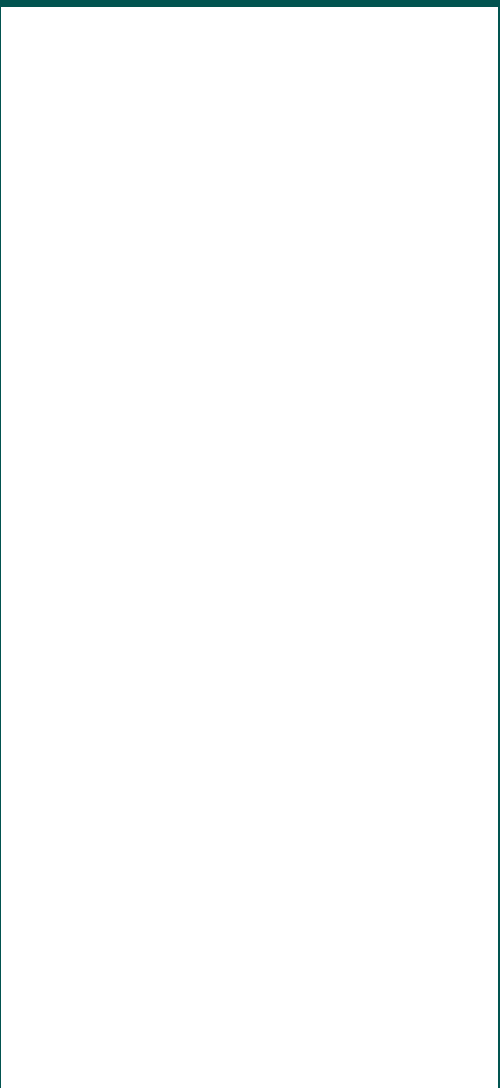
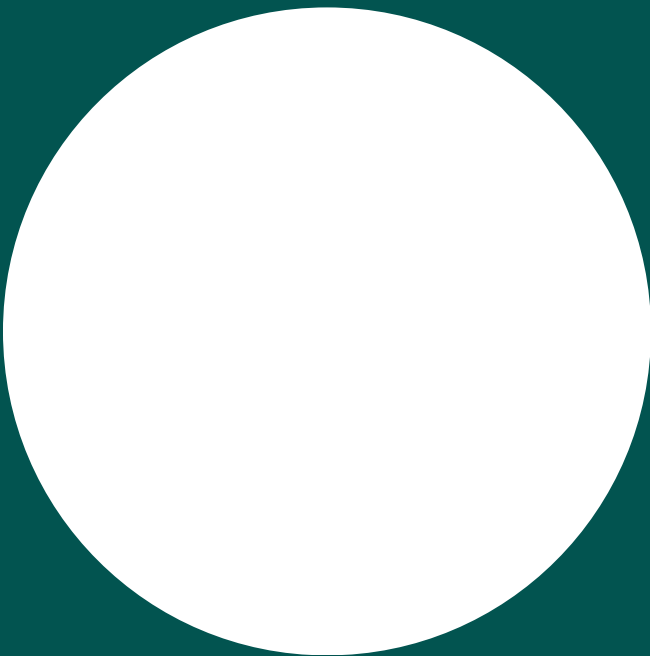
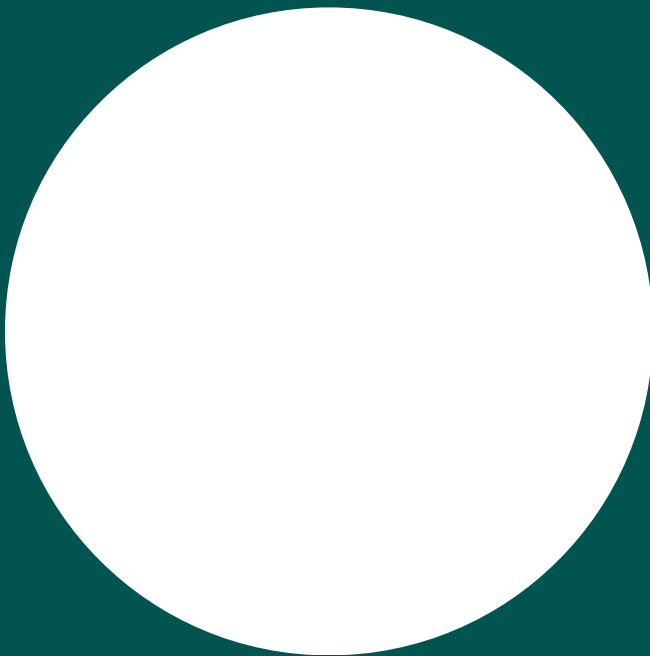


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Narrow down your charter to into grouped headings with easy explanations,  
in a fun and interesting way that everyone can access.

Display where everyone can see it.







# Review

**Your Staff Wellbeing Charter should be a living document therefore reviewing it regularly is an important part of the process.**

**Review it at the beginning of the year with all staff so that everyone's voice is heard.**

**Then reviews should be carried out by different people during the academic year.**

| Review Date | Notes on the feedback from staff about what what is going well | Where can we see the Charter in action? | What do we need to change? | What can we add? |
|-------------|--|---|----------------------------|------------------|
|             |  |   |                            |                  |



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|             |  |   |                            |                  |



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|-------------|--|---|----------------------------|------------------|
|             |  |   |                            |                  |



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Here to help you succeed!  
Get in touch for more help

e: [aisling@lifegivenwellbeing.com](mailto:aisling@lifegivenwellbeing.com)

t: +447790 589 219

w: [lifegivenwellbeing.com](http://lifegivenwellbeing.com)