

Staff Wellbeing Policy

Empowering Futures Academy Ltd

(Alternative Provision)

Policy Name	Staff wellbeing Policy
Site	Birmingham
Version	1.0
Approved By	Director / DSL
Date Reviewed & Confirmed	18 January 2026
Next Review Due	January 2027

1. Policy Statement

Empowering Futures Academy Ltd (“Empowering Futures”) is committed to promoting the wellbeing, mental health, and safety of all staff working within our Alternative Provision. We recognise that staff working with children and young people—particularly within Alternative Provision—may be exposed to trauma, emotionally challenging situations, safeguarding concerns, and complex behaviours.

This policy sets out how Empowering Futures supports staff wellbeing through a **proactive, trauma-informed, and safeguarding-led approach**, recognising that staff wellbeing is essential to safe, effective, and high-quality provision.

2. Scope of the Policy

This policy applies to:

- All employees, tutors, sessional staff, and agency staff
- Volunteers, contractors, and placement staff

The policy applies across all Empowering Futures delivery sites, including:

- **WEETC – Coventry**
- **Evolve Centre – Birmingham**

3. Legal and Statutory Framework

This policy aligns with:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Equality Act 2010**
- **Keeping Children Safe in Education (KCSIE) 2025**
- **Working Together to Safeguard Children (2023)**
- **Local Authority Alternative Provision commissioning requirements**

Empowering Futures recognises its legal duty of care to safeguard both the physical and psychological wellbeing of staff.

4. Commitment to Staff Wellbeing

Empowering Futures is committed to:

- **Creating a supportive, respectful, and inclusive working environment**
- **Promoting positive mental health and emotional wellbeing**
- **Preventing work-related stress, burnout, and secondary trauma**
- **Supporting staff following safeguarding incidents or challenging situations**
- **Encouraging open communication, reflection, and early support**

5. Supporting Mental Health and Emotional Wellbeing

Support for staff wellbeing includes:

- Regular supervision and line management meetings
- Open-door leadership approach
- Access to informal support and signposting to external services
- Encouragement of work-life balance and self-care

● Support and debrief following safeguarding incidents, disclosures, or critical events
Staff are encouraged to raise wellbeing concerns early so that appropriate support can be offered.

6. Managing Workload and Stress

- Workloads are monitored to ensure they are reasonable and manageable.
- Expectations are clearly communicated and reviewed regularly.
- Where concerns are identified, reasonable adjustments may be considered, including:
 - Flexible working arrangements (where operationally possible)
 - Adjusted duties or timetables
 - Temporary workload adjustments

7. Physical Health and Safety

- Risk assessments are in place to support staff safety and wellbeing.
- Staff receive appropriate training in:
 - Behaviour management and de-escalation

- Positive handling (where applicable)
- Health and safety procedures

All incidents affecting staff wellbeing are recorded, reviewed, and acted upon.

8. Trauma-Informed Practice

Empowering Futures recognises that staff may experience **secondary trauma** or emotional impact when working with children and young people who have experienced adversity, abuse, neglect, or complex life experiences.

Our Trauma-Informed Approach to Staff Wellbeing

Empowering Futures:

- Acknowledges the emotional impact of working in Alternative Provision
- Promotes reflective practice and professional supervision
- Encourages staff to recognise signs of stress, compassion fatigue, or burnout
- Ensures staff are not expected to manage trauma alone

Support Measures Include:

- Safe spaces for reflection and discussion
- Supportive supervision following difficult incidents
- Access to guidance and signposting where additional support is needed
- A culture where asking for support is encouraged and respected

Trauma-informed practice is embedded across leadership, safeguarding, and daily operations.

9. Safeguarding and Staff Wellbeing

- Staff wellbeing is integral to safeguarding children and young people.
- Staff involved in safeguarding incidents or disclosures are offered appropriate support and debrief.
- Concerns relating to staff wellbeing and safeguarding are managed sensitively and in line with safeguarding procedures.

10. Equality, Diversity, and Inclusion

- Staff wellbeing support is inclusive and non-discriminatory.
- Reasonable adjustments are made for staff with disabilities, health conditions, or protected characteristics.
- Support is provided in line with the **Equality Act 2010**.

11. Roles and Responsibilities

Provision Leadership

- Promote a culture of wellbeing and psychological safety
- Ensure systems and policies support staff wellbeing
- Monitor wellbeing trends and concerns

Line Managers

- Support staff wellbeing through regular supervision
- Identify early signs of stress or burnout
- Implement or review Staff Wellbeing Action Plans where required

Staff

- Take reasonable responsibility for their own wellbeing

- Raise concerns when support is needed
- Support colleagues and contribute to a positive workplace culture

12. Confidentiality

- Wellbeing concerns are handled sensitively and confidentially.
- Information is shared strictly on a need-to-know basis.

13. Monitoring and Review

- Staff wellbeing is monitored through supervision, feedback, and quality assurance processes.
- This policy is reviewed annually or sooner if legislation or Local Authority requirements change.

14. Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Equality, Diversity, Inclusion and British Values Policy
- Absence Management Policy

Appendix A: Staff Wellbeing Action Plan Template

Empowering Futures Academy Ltd

Staff Wellbeing Action Plan

Staff Name:

Role:

Line Manager:

Date Plan Initiated:

Review Date:

1. Identified Wellbeing Concerns

(e.g. workload, stress, emotional impact, health, work-life balance)

2. Impact on Work and Wellbeing

(How the concern is affecting the staff member)

3. Support and Adjustments Agreed

(e.g. supervision frequency, workload adjustment, flexible arrangements, support

strategies) **4. Actions and Responsibilities**

Action Who Responsible	Time scale
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5. Review and Outcomes

(To be completed at review date)

Signatures

Staff Member: _____ **Date:** _____

Line Manager: _____ **Date:**
