

# **HEALTH & WELLBEING POLICY**

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HR Advisor



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# HEALTH & WELLBEING POLICY

## INTRODUCTION

Romero Catholic Academy Trust is committed to protecting the health, safety and welfare of our employees, recognising that there is a strong link between employee wellbeing and performance. We are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all employees.

Through the ‘The Education Staff Wellbeing Charter’, the Department for Education (DfE) recognise the importance of the health and wellbeing of employees within education settings. The DfE state that “...everyone working in education should have the opportunity to enjoy the highest possible standard of wellbeing and mental health”.

The aim of the Romero Catholic Academy Trust Health and Wellbeing Policy is to ensure that we have a culture that promotes, and supports, the health and wellbeing of all employees of Romero Catholic Academy Trust. We believe this will enable individuals to thrive and strive to fulfil our mission:

*“To serve the children, their families and the adults in our schools so that they may come to know and love Jesus. We will work tirelessly to ensure that all of our children have the very best education possible, that they are prepared to serve society themselves and are given the opportunity to ‘be more’, rather than simply have more.”*

## THE KEY DIMENSIONS OF WELLBEING

The Chartered Institute of Personnel and Development (CIPD) have identified a range of inter-related domains of employee wellbeing. These seven domains form the basis of our Health and Wellbeing Policy and our approach to supporting the health and wellbeing of all employees of Romero Catholic Academy Trust:



## SCOPE

This policy applies to all staff employed by Romero Catholic Academy Trust.

## AIMS OF THE POLICY

To have a workplace culture that promotes, and supports, the health and wellbeing of all employees of Romero Catholic Academy Trust.

This will be achieved through:

- Enabling employees to work in an environment in which their wellbeing is supported and which enables employees to carry out their duties effectively
- Encourage all employees to accept responsibility for their own mental, physical and emotional wellbeing
- Recognise the entitlement of all employees to enjoy a reasonable work-life balance
- Meet all statutory requirements
- Promote an open culture in which mental, physical and emotional wellbeing is taken seriously and employees feel supported
- Give confidence to employees to seek the help and support they need for their mental, physical and emotional wellbeing

## OBJECTIVES OF THE POLICY

The objectives of this policy are to fulfil the seven domains of wellbeing and their underlying elements:

### HEALTH

Health is the overall state of physical, mental, and emotional wellbeing that enables a person to function and thrive in daily life, including:

- **Physical health** – physical wellbeing.
- **Physical safety** - protection from, and prevention of, harm, injury, or danger.
- **Mental health** - the state of a person's emotional and psychological well-being, affecting how they think, feel, cope with stress and relate to others.



### GOOD WORK

Good work refers to having safe, meaningful, and fairly rewarded employment or activities that provide purpose, stability, and opportunities for personal growth.

- **Working environment** – ergonomically designed working areas, open and inclusive culture.
- **Good line management** - effective people management policies and effective application.
- **Work demands** - job design, job roles, job quality, workload, working hours, job satisfaction, work-life balance.
- **Autonomy** - control, innovation and whistleblowing.
- **Change management** – leadership, communication and employee involvement and engagement.
- **Pay and reward** - fair and transparent remuneration practices, non-financial recognition.



## VALUES/PRINCIPLES

The beliefs and guidelines that shape choices, behaviours, and relationships, supporting a sense of purpose, fairness, respect, and personal fulfilment.

- **Leadership** - values-based leadership, clear mission and objectives, health and wellbeing policy, corporate governance, building trust.
- **Ethical standards** - dignity at work, corporate social responsibility, community investment and volunteering.
- **Inclusion and diversity** - valuing difference, cultural engagement, training for employees and managers.



## COLLECTIVE/SOCIAL

Collective or social wellbeing refers to the quality of relationships, inclusion, and community connections that enable people to feel supported, valued, and able to contribute in the workplace.

- **Employee voice** - communication, consultation, genuine dialogue, involvement in decision making.
- **Positive relationships** - management style, teamworking, healthy relationships with peers and managers, dignity and respect.



## PERSONAL GROWTH

Personal growth wellbeing focuses on developing skills, confidence, and self-awareness, enabling individuals to learn, adapt, and reach their full potential in work.

- **Career development** - mentoring, coaching, performance management, performance development plans, skills utilisation and succession planning.
- **Emotional** - positive relationships, personal resilience and financial wellbeing.
- **Lifelong learning** - Performance development plans, access to training, mid-career review, technical and vocational learning, challenging work.
- **Creativity** - Open and collaborative culture, innovation opportunities.



## GOOD LIFESTYLE CHOICES

Everyday behaviours such as healthy eating, physical activity, rest, and balance that support long-term physical, mental, and emotional health.

- **Physical activity** – physical exertion to help improve physical health, mental wellbeing and overall fitness.
- **Healthy eating** - choosing a balanced variety of foods, that provide the nutrients the body needs to stay strong, grow, and function well.



## FINANCIAL WELLBEING

Financial wellbeing is the ability to manage money confidently, meet current needs, plan for the future, and feel secure and in control of one's financial situation.

- **Fair pay and benefit policies** - ensure employees are compensated fairly and receive benefits that support their wellbeing, while promoting equality and transparency in the workplace.
- **Retirement planning** - preparing and saving money to ensure financial security and comfort after leaving work.
- **Employee financial education, advice and support**- understanding money management, make informed financial decisions, and improve their financial wellbeing.



Existing support, and resources, relating to each of the seven domains and currently available to all employees of Romero Catholic Academy Trust are detailed in the Health and Wellbeing Guidance.

A 'Romero Health and Wellbeing Plan', detailing how the objectives of the policy will be further embedded across the organisation, can be found in the Health and Wellbeing Guidance.

## RESPONSIBILITIES

### ALL EMPLOYEES

- Take responsibility for managing their own health and wellbeing
- Behave in a manner that respects their own health and safety needs and that of others in the workplace
- Be aware of the policies and procedures relevant to employee wellbeing
- Treat others with consideration, respect and dignity
- Ensure that they do not, through their own actions or omissions, create unnecessary work for themselves or others
- Where appropriate, engage with training on health and wellbeing issues
- Seek support or help when they think they are experiencing a problem
- Where appropriate, engage with the Employee Assistance Programme and/or Occupational Health

### MANAGERS

- Foster a supportive work environment, operating in a fair and consistent manner
- Be alert to any indication of changes in performance or behaviour in individuals or groups and promote sympathetic alertness to employees who show signs of being under stress
- Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible
- Communicate with employees in an effective and timely manner to ensure they are kept up to date with developments at work and how their workload and role may be affected
- Model good practice to others
- Foster a culture that gives confidence to employees to seek help and raise concerns in a supportive environment

#### SENIOR LEADERS

- Recognise the value of good management practice and encourage a partnership approach with employees, managers and recognised trade unions
- Foster a supportive work environment, operating in a fair and consistent manner
- Promote a healthy workplace and practices that enable employees to develop and maintain a healthy mind
- Be alert to any indication of changes in performance or behaviour in individuals or groups and promote sympathetic alertness to employees who show signs of being under stress
- Follow Romero Catholic Academy Trust procedures when there are concerns or absence due to mental health problems
- Ensure that risk assessments are carried out, where necessary, and especially when concerns have been raised, as soon as possible
- Consider the potential impact of organisational and procedural changes on workload and work-life balance
- Actively and positively consider work-life balance solutions, including flexible working practices
- Be understanding, respectful and supportive of differing needs of employees, at different points and events during their lives
- Foster a culture that gives confidence to employees to seek help or raise concerns in a supportive environment
- Ensure that robust recruitment practice is followed to make sure that the right people are appointed to the right jobs, having the skills and knowledge that match the requirements of the post
- Demonstrate commitment to good work-life balance through own behaviours and by modelling good practice
- Demonstrate commitment to good work-life balance, through systems and practices in the workplace
- Anticipate workload pressure points which may affect employees, and take action to reduce the effects of those pressures where possible
- Promote positive wellbeing and mental health through appropriate training e.g. whole school wellbeing training, individual Mental Health First Aiders

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#### ROMERO CATHOLIC ACADEMY TRUST

- Ensure that Romero Catholic Academy Trust policies and practices reflect their legal duty of care to employees, set out under the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999
- Promote a culture where all employees are trusted, respected and valued
- Operate in a way that minimises harm to employees' mental health
- Adopt policies and procedures that are fair and consistent
- Ensure that employees experiencing mental ill health at work are supported
- Ensure that roles and responsibilities are clearly defined and that the demands of each post are reasonable
- Ensure this policy is implemented
- Ensure this policy is monitored, evaluated and reviewed with recognised trade unions

## COMMUNICATION OF THE POLICY

The Health and Wellbeing Policy and Health and Wellbeing Guidance will be promoted to all employees through the Romero Catholic Academy Trust Portal and 'Romero Roundup', the weekly newsletter.

Within the action plan (detailed within the Health and Wellbeing Guidance), we have identified opportunities to promote, and raise awareness of, our Health & Wellbeing Policy and initiatives through a network of Health and Wellbeing Champions, Mental Health First Aiders and leadership training, development and induction.

Improved communication of our Health and Wellbeing Policy will ensure that the policy is embedded across Romero Catholic Academy Trust and support achievement of our aim:

*To have a workplace culture that promotes, and supports, the health and wellbeing of all employees of Romero Catholic Academy Trust.*

## LEGISLATION AND GUIDANCE

Under the Health and Safety at Work Act 1974, employers have a legal duty to ensure the health, safety and welfare of all staff, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require that employers make an assessment of the risks to the health and safety of their employees. This requires undertaking general risk assessments, which should include specific risks to the health of staff affected by medical conditions.

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include age, sex and disability. Employers are under a statutory duty to consider whether any 'reasonable adjustments' are required to alleviate any disadvantages staff encounter based on these characteristics.

Section 6 of the Equality Act 2010 states that a person has a disability if:

- They have a physical or mental impairment and
- The impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

This policy complies with our funding agreement and articles of association.

## EQUALITY & ACCESSIBILITY

We are mindful of the obligations under the Equality Act 2010 and this policy will be applied fairly and consistently to all employees. Reasonable adjustments will be made for those with disabilities as appropriate.

A copy of this policy and a copy of all relevant documents will be made available for all employees. The policy is also available in hard copy on request and can be made available in large print or other accessible formats if required.

## REVIEWING AND MONITORING

The 'Romero Health and Wellbeing Plan' (within the Health and Wellbeing Guidance) details how the objectives of the policy will be further embedded and achieved, and progress against this action plan will be monitored by the HR Team.

The effectiveness of the Health and Wellbeing Policy, and associated guidance, will be measured through:

- Employee feedback
- Employee questionnaires and surveys
- Employee sickness absence and presenteeism
- Return to Work Interviews
- Staff turnover levels
- Risk Assessments – focussing on both mental and physical wellbeing
- Occupational Health Referrals
- Counselling service referrals
- Staff complaints
- Feedback from Romero Catholic Academy Trust Mental Health Leads and/or Teams

Romero Catholic Academy Trust will monitor the operation of this policy with particular reference to our obligations under the Equality Act 2010.

Romero Catholic Academy Trust recognises the importance of collaborative relationships with recognised trade unions in promoting and maintaining positive health and wellbeing in the workplace. This policy does not form part of the employee's contractual terms and conditions and may be amended from time to time, subject to review with the recognised trade unions.

## ASSOCIATED POLICIES

Romero Catholic Academy Trust has a range of policies which also support employee health and wellbeing, through provision of fair and consistent treatment of employees:

- Flexible Working Policy
- Leave of Absence Policy
- Family friendly policies
- Menopause Policy
- Mental Health and Stress Policy (to be drafted)
- Pay Policy
- Performance Management Policy/Appraisal Policy

Romero Catholic Academy Trust has a duty of care as an employer to all employees and a number of policies and procedures have been made in relation to this duty. These include:

- Equalities Statement
- Grievance Procedure
- Health and Safety Policy/Procedure
- Sickness Absence Policy
- Whistleblowing