



PURPOSE

The provision of a supportive work environment is essential to cultivating a healthy professional and social setting that contributes to staff wellbeing. Staff wellbeing is one of the leading factors in retaining, motivating, and enhancing the productivity of employees.

This policy outlines the school's commitment to ensuring that all staff are treated fairly and professionally, supported in their growth through continuous professional development, and respected in terms of their privacy and overall wellbeing.

OBJECTIVES

EFIA is committed to:

- Creating a school environment that is welcoming and inclusive for all staff.
- Enabling a collaborative, caring, and supportive workplace with safe spaces to discuss any dimension of wellbeing.
- Enhancing staff experiences and wellbeing to achieve higher levels of job satisfaction and professional fulfillment for all employees.

WELLBEING PRACTICES

EFIA is committed to providing a comprehensive Staff Wellbeing Strategy that ensures every staff member feels valued, supported, and empowered. As part of this commitment:

1. EFIA recognizes its duty of care towards all staff, led by the Principal and the Governing Board, ensuring that the wellbeing of every employee is a top priority.
2. EFIA adopts a holistic framework to promote staff wellbeing, addressing the social, physical, mental, intellectual, and emotional wellbeing of all staff.

EFIA Staff Wellbeing Committee

EFIA has established a dedicated Staff Wellbeing Ambassadors to oversee all aspects of staff wellbeing and grievances.

EFIA's Staff Wellbeing Strategy includes:

- Clearly defined roles and responsibilities for the Staff Wellbeing Committee.
- A calendar of staff wellbeing events throughout the academic year.
- General wellbeing guidance and best practices, including recognizing burnout and managing stress.
- Staff onboarding programs, including buddy systems and orientation events to understand EFIA's culture.
- Wellbeing initiatives such as staff lunches, sports events, and birthday celebrations.
- Healthcare services, including access to counseling as per EFIA's insurance policy.
- Mechanisms to support work-life balance, including time off in lieu, overtime compensation, and "me-time" initiatives.
- Proactive wellbeing check-ins for all staff.
- Grievance resolution and whistleblowing processes.

Staff Support Mechanisms: EFIA actively monitors staff wellbeing and provides support for any employee showing signs of concern or risk.





Counseling Support: EFIA provides counseling assistance to staff, using school counselors and nurses for initial support. Serious cases, if any, shall be referred to external social and healthcare professionals, always with staff consent.

Grievances: EFIA maintains a transparent mechanism for reporting and resolving grievances promptly. EFIA reviews all grievances and implements measures to maintain a positive and professional work environment.

Whistleblowing: EFIA follows the ADEK School Values and Ethics Policy for whistleblowing:

- Staff reporting concerns to authorities are protected and not in breach of confidentiality agreements.
- EFIA investigates whistleblowing concerns while protecting identities and imposing appropriate sanctions.
- Investigations are transparent, comply with UAE laws, and provide support to staff throughout the process to safeguard their wellbeing.

Confidential Records

EFIA ensures strict confidentiality of staff wellbeing records in compliance with Federal Decree Law No. (45) of 2021 and the ADEK School Records Policy. This includes:

- Staff medical and health-related information accessible to EFIA.
- Records of health or social care support provided to staff by EFIA.

STAFF WELLBEING COMMITTEE – ROLES & RESPONSIBILITIES

1. Promote a Positive Work Environment

- Foster a culture of appreciation, respect, and psychological safety.
- Encourage open communication where staff feel comfortable voicing concerns.

2. Monitor Staff Wellbeing

- Regularly collect staff feedback through surveys and informal check-ins.
- Identify trends, concerns, and areas requiring improvement.
- Report key findings to the school leadership team.

3. Plan and Implement Wellbeing Initiatives

- Develop termly wellbeing activities.
- Lead wellbeing weeks, staff social gatherings, and appreciation events.

4. Support Staff during Peak Periods

- Suggest practical self-care strategies.
- Offer quick wellbeing resources, calming spaces, or check-in schedules.

5. Enhance Work-Life Balance

- Recommend adjustments in scheduling, workload, or duty rotation to reduce burnout.
- Advocate for realistic deadlines and fair distribution of responsibilities.





REF: EFIA /PLCY -022/2025-26

Issue Date: 05/04/2025

6. Provide a Safe Platform for Concerns

- Serve as a confidential point of contact for staff facing work-related stress or challenges.
- Escalate issues appropriately while maintaining staff confidentiality.

7. Collaborate With Leadership

- Work with SLT to align wellbeing initiatives with school priorities.
- Provide recommendations based on evidence, staff input, and best practices.

8. Build Awareness & Capacity

- Organize short training sessions on stress management, mental health awareness, work efficiency, or communication skills.

10. Evaluate Impact

- Review the effectiveness of wellbeing activities and policies.
- Measure participation, feedback, and changes in staff satisfaction.
- Adjust future initiatives based on data.

POLICY REVIEW

This policy will be reviewed annually and is subject to changes as per the school and ADEK guidelines. The updated policy will be submitted for approval in line with the standard process.

	Name	Signature	Date
Policy Reviewed by:	Ms. Raufia Salam (Vice Principal)		03/04/2025
Policy Approved by:	Mr. Saji Oommen (Principal)		05/04/2025

Date of Next Review :15/03/2026





REF: EFIA /PLCY -022/2025-26

Issue Date: 05/04/2025

KEY CONTACTS

