



<b>POLICY TITLE:</b>	Staff Wellbeing
<b>DEPARTMENT:</b>	Human Resources
Policy Contact: Human Resources	Issue Date: 24/03/2024
School: Al Ain Juniors School	Revision Date: 28/06/2026
Reference No: AJS_GP_AY 2025-2026	Version No: 2.1

## Purpose

The purpose of this Staff Wellbeing Policy is to promote the physical, mental, and emotional well-being of all staff members at Al Ain Juniors School. This policy is developed in alignment with the **School Policy on Staff Wellbeing** issued by the Abu Dhabi Department of Education and Knowledge (ADEK). As a K-12 school affiliated with both the Central Board of Secondary Education (CBSE) and Cambridge International Examinations, Al Ain Juniors School recognizes the importance of supporting its staff to foster a positive, productive, and sustainable work environment. A well-supported staff ensures the overall success of the school in nurturing students' academic and personal growth.

## Scope

This policy applies to all teaching, administrative, and support staff members at Al Ain Juniors School. It encompasses initiatives, resources, and practices that address physical health, mental health, work-life balance, and professional development to create a positive and supportive school culture.

## Objectives

- To promote the physical, mental, and emotional well-being of all staff members.
- To create a supportive and positive work environment that fosters staff satisfaction and professional growth.
- To ensure that staff have access to resources, training, and support that help them manage their workload and maintain work-life balance.
- To prioritize mental health awareness and support for all staff.
- To implement strategies that reduce work-related stress and promote staff engagement and motivation.

## Physical Wellbeing

### Health and Safety

The school will ensure that all staff members work in a safe and healthy environment, following the regulations set by the UAE Ministry of Health and ADEK. This includes the provision of safe working conditions, ergonomic support, and ensuring compliance with all workplace safety guidelines.



## **Access to Health Services**

The school will provide access to health services, such as annual health check-ups, counseling, and first aid services. Staff members will be encouraged to participate in regular health screenings and have access to on-site medical care, where applicable.

## **Physical Activity and Recreation**

The school will encourage physical activity and fitness through organized wellness programs, such as fitness classes, sports activities, and walking groups. Staff will also have access to recreational facilities, including gymnasiums or fitness areas, to encourage regular physical exercise.

## **Mental and Emotional Wellbeing:**

### **Mental Health Awareness**

Al Ain Juniors School recognizes the importance of mental health in overall staff well-being. The school will conduct mental health awareness programs and workshops to reduce stigma, educate staff about mental health challenges, and promote resilience-building strategies.

### **Counseling and Support Services**

The school will provide confidential counseling and support services for staff dealing with personal or professional challenges. Staff will have access to professional counselors who can assist with stress management, burnout prevention, and mental health concerns.

### **Workload Management**

To promote staff well-being, the school will aim to maintain a balanced workload for all staff members. Staff will have adequate planning, preparation, and rest time, and the school leadership will ensure that workload expectations are realistic and manageable.

### **Stress Reduction and Coping Mechanisms**

The school will offer stress management workshops and resources to help staff cope with the pressures of their role. These may include relaxation techniques, mindfulness practices, and other tools that can help staff manage stress in healthy ways.

## **Work-Life Balance:**

### **Flexible Working Arrangements**

The school will encourage a culture that supports work-life balance by providing flexibility in work schedules where possible. This may include options for flexible hours, remote work, or job-sharing opportunities for staff who need accommodations due to personal or family obligations.



## **Leave Policies**

The school will adhere to the leave policies established by the UAE Labor Law and ADEK. This includes annual leave, sick leave, and personal leave, as well as special leave for significant life events such as bereavement or family emergencies. Staff will be encouraged to take their entitled leave to ensure they have adequate rest and personal time.

## **Encouraging Time Off**

The school leadership will ensure that staff members are taking appropriate time off during holidays and breaks to refresh and recharge. The school will avoid placing undue pressure on staff during school breaks, ensuring that time off is fully utilized for rest and personal activities.

## **Professional Development and Growth:**

### **Ongoing Professional Development**

Al Ain Juniors School will provide opportunities for continuous professional development to support staff in their career growth. This may include workshops, training sessions, conferences, and collaborative learning opportunities to enhance teaching skills, leadership capabilities, and subject expertise.

### **Recognition and Reward**

The school will implement a system for recognizing and rewarding staff for their contributions to the school community. This includes appreciation programs, awards for excellence in teaching, and recognition for exemplary support and leadership.

### **Career Progression**

The school will actively support staff in their career progression by providing guidance on promotion opportunities, leadership development, and succession planning. Staff will have access to clear career pathways and opportunities for advancement.

## **Staff Engagement and Empowerment:**

### **Staff Involvement in Decision-Making**

Al Ain Juniors School will ensure that staff members have a voice in school decisions and policies that affect their work. Regular staff meetings, feedback surveys, and open forums will be held to allow staff to contribute ideas, share concerns, and collaborate with leadership on school initiatives.

### **Team Building and Social Activities**

The school will encourage staff engagement and camaraderie through team-building activities, social events, and celebrations. These activities will foster a sense of community among staff and provide opportunities for relaxation and informal interaction.



## Staff Morale and Wellbeing Initiatives

The school leadership will implement initiatives designed to improve staff morale, such as employee appreciation days, wellness challenges, or social events, that contribute to a positive and supportive work environment.

## Recognition and Support for Diverse Needs:

### Cultural Sensitivity and Inclusivity

The school is committed to supporting a diverse staff body. Programs and activities will be designed to be culturally sensitive, respecting the different backgrounds, religions, and traditions of staff members. Inclusivity will be embedded in all staff wellbeing initiatives.

### Support for Specific Needs

Al Ain Juniors School will ensure that staff with specific needs, including those related to health or disability, receive the necessary accommodations to thrive in their roles. This includes providing assistive technologies, adjusting workloads, or providing physical accommodations as required.

## Policy Review and Evaluation:

### Regular Review

The Staff Wellbeing Policy will be reviewed annually by the school leadership team to assess its effectiveness and relevance. Staff feedback, survey results, and ongoing challenges will be considered in the review process to ensure that the policy is responsive to staff needs.

### Continuous Improvement

Al Ain Juniors School is committed to continuous improvement in staff wellbeing. Feedback from staff will be actively sought and incorporated into future initiatives to create a better work environment.

Version no.	Description of change	Owner	Date of Issue
1.0	Adoption of Policy	Principal	24.3.2024
2.0	Significant changes to align more closely ADEK School Policy On Cultural Consideration	HR	24.6.2024
3.0	Review	HR	8.3.2025