



Creating a Staff Wellbeing Charter



A staff wellbeing charter has multiple uses, it shows current staff what is available to them, it holds you to account for following through on plans and it can be used to attract new staff when the time comes for recruitment. It can be daunting as you may think it needs to be presented in a certain way or include certain things, but what is really important is that it is done and shared. It can be updated when necessary, so use this guide to get yourself started.

Why it's important

Staff wellbeing is talked about much more than ever, thankfully! But it also gets forgotten easily. Initiatives are started and then fall away, or provision put in place and staff get so busy they forget to engage in them. Reminding staff regularly what is available to them boosts morale and increases engagement in the systems you have in place which may prevent sickness and absence.

It is also becoming increasingly important to market your school effectively and having a clear staff wellbeing charter shows prospective staff how well you look after your workforce and why they should apply to your vacancy.

Using AI technology

Although this is an important document for you and your school, I don't want it to negatively impact your wellbeing by creating more workload for you! So embrace technology for this. Use Chat GPT or Microsoft Co-Pilot to help. Don't just ask it to create you a charter though, it needs to be based on what you actually have in place. Write a document listing everything you have on offer and ask the AI to create it into a meaningful and effective staff wellbeing charter. It helps to also add other information about your setting to ensure it sounds more 'real'. Let me know if you would like some further help with this.

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What to include

It should be a clear, practical, and values-driven document that outlines your commitment to supporting the mental health and wellbeing of all staff. It should reflect both statutory responsibilities and a culture of care. This will look different depending on your setting so although I can guide you, it is important that you make it relevant to your school.

I suggest the following sections to begin with, you can always expand it at a later date.

Purpose and Vision - why wellbeing matters and how your school vision and ethos applies to staff.

Systems and Processes - what you have in place to help your staff work at their best.

Workload - how you ensure this is kept to a minimum.

Facilities - detail what you have available for staff and your commitment to ensuring these are available.

Health - the ways you protect staff's health.

Resources - what is available and where staff can access them.

More on these on the following page.

Presenting it

Some AI may be able to help you with this too, but I find this is where it loses its way a bit and begins to look and sound fake. I have used Canva to create this document and it is very easy, but if you are not creative then having it in a simple document format is absolutely fine. As I said above, having it done and available is much better than it sitting on your to-do list for months as you are wanting to make it look swish and fancy.

Sharing it

The first thing you need to do is share it with current staff. Send it in an email and ask staff to save it so they have it readily available, then upload it to wherever you have your shared documents for staff.

Then print some for around the school, for instance in the staffroom, shared areas, and toilets are always a good place to read!

Next, it needs to be attached to all job adverts and descriptions so potential staff will see it.

I also highly suggest putting it on your school website - this shows just how proud you are of it!



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Purpose and Vision

A short statement outlining why wellbeing matters in your school (e.g. "We believe staff wellbeing is fundamental to a thriving school environment and high-quality education.")

Reference alignment with DfE Staff Wellbeing Charter and Education Support data and statements if applicable.

Systems and Processes

Systems - The tools and technologies that facilitate school operations which underpins daily work. Mention how you are committed to ensuring these work as smoothly as possible and how you do that. For example - email policy, new technology.

Processes - The workflow and day to day operations followed by staff.

What you offer for staff development comes here as does timetabling and duties and how you protect wellbeing with these.

Workload

Be careful that you don't fall into the trap of just mentioning teaching staff here! If you have regular workload reviews then include that, and other ways you ensure workload is kept to a minimum, including future plans.

Facilities

Staffroom facilities, air conditioning or fans, speciality chairs and monitors for office staff, car parking, toilet facilities, laptops etc can all be mentioned here.

Health

Many schools use Employee Assistant Programs and here is where you would mention that. If you provide flu jabs or time off for appointments then include that too.

Resources

Use this section to remind staff about access to Education Support, counselling through your EAP, supervision and coaching provided by school.

For further information about Systems, Processes and Facilities, please refer to my free resource detailing these.

What if it looks bare?

You may be reading this document and be thinking, "I won't have anything to put in there! We just don't have the budget for it". Firstly, don't panic. There will be plenty, you just need to look for it. It may be that it is in place and paid for already and even you don't know about it, so check with HR and ask staff.

It also doesn't have to be full of 'extras'. That can come later, but there will be plenty of things that you have in place, that you see as being the norm. What you see as the norm may be what really impresses other people as they have been treated unfairly in the past.

Next, though, work on your commitment to including more in the future. It is totally ok to include what you plan to do in the future on your wellbeing charter. Here are some examples,

- We will renovate the staffroom by 2026.
- Our aim is for all staff to have PPA at home (if they wish) by the next academic year.
- We are committed to reducing workload and will carry out a full review in October 2025.
- We recognise that working environments have a big impact on physical health and are currently rolling out new office chairs and adjustable height monitors.
- We will carry out a Nourish the Workplace staff survey by Christmas and implement the recommendations by the end of the academic year.

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Accountability

It isn't a formal document so doesn't need to be signed or updated annually like many school policies, but treating it in the same way gives a sense of gravitas and shows that you are taking it seriously.

Add at the bottom who it has been created by (mention if it was a staff wellbeing lead, or committee) and then include 'Signed by ... Head, Chair of Governors' and add the date.

This will help ensure it is kept up to date in the future as this needs to be a working document. Wellbeing is an ever evolving entity.