

Staff Stress Management Policy

1. Introduction

Al-Islamia is committed to the well-being of all staff members, fostering a supportive working environment that prioritises mental and emotional health. Stress can affect performance, health, and well-being, and this policy outlines measures to identify, manage, and mitigate workplace stress.

2. Key Principles

- Promote a culture where stress-related concerns can be raised openly.
- Support staff in achieving a healthy work-life balance.
- Implement strategies to prevent excessive workload and burnout.
- Encourage staff to seek early intervention and support.

3. Stress Management Initiatives

To support staff well-being, the school provides the following initiatives:

- Off-site, non-directed PPA to allow focused planning and preparation in a flexible environment.
- Flexible start and end times to enable staff to manage school pick-up/drop-off or other childcare needs.
- INSET and Parent-Staff Meetings scheduled during the working day to minimise additional workload outside contracted hours.
- Dedicated time, during school hours, allocated for drafting and writing reports to prevent last-minute pressures.
- Live marking strategies to reduce workload and improve immediate feedback for students.

4. Monitoring Staff Well-being

- One-to-one check-ins with line managers to discuss workload and well-being concerns.
- Open-door policy to allow staff to voice concerns, request support, and suggest improvements.

5. Managing Workload Adjustments

- If a staff member experiences excessive stress, they should discuss concerns with their line manager.
- A collaborative conversation will take place to identify solutions and adjustments.
- The agreed-upon adjustments will be confirmed via email to ensure clarity and accountability.

6. Faith-Based Well-being Support

As a faith-based institution, Al-Islamia integrates spiritual well-being into its stress management approach:

- Designated prayer spaces and scheduled prayer times during the school day.
- Weekly Ta'leem sessions to reaffirm faith commitments and provide spiritual well-being support.
- Scheduled holidays for religious festivals to allow staff to fully participate in significant faith events.
- Theme days celebrating religious events to promote community spirit and reflection.

7. Responsibilities

- SLT: Monitor stress levels, provide support, and ensure fair workload distribution.
- Staff: Raise concerns early and participate in stress management initiatives.
- Governing Body: Ensure well-being policies are effective.

8. Review and Support

This policy will be reviewed annually, and staff will be encouraged to provide feedback on improvements.

We promote **IKHLAS**:

Inspiration – Knowledge – Healthy Living – Leadership – Aspiration – Spirituality

5-7 Evington Street, Leicester, LE2 0SA - Tel: 0116 2515101 Email: primary@alislamia.org.uk