

SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA SCHOOL



ABU DHABI EDUCATION COUNCIL
(Licence No. 109/1 Dated 1/10/1980)
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مدرسة الشيخ خليفة بن
زايد البنغلاديشية الإسلامية

مجلس أبوظبي للتعليم
(ترخيص رقم 1/109 بتاريخ 1/10/1980م)
ص.ب : 8174 - أبوظبي
الامارات العربية المتحدة
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Letter No. BISC/PL/146 رسالة الرقم

Date 09.12.2021 التاريخ

WELL-BEING POLICY

STAFF WELL-BEING

SKBZ BANGLADESH ISLAMIA SCHOOL is committed to ensure the health, safety and welfare of all staff.

Aims:

1. To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
2. To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
3. To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practises where possible without damaging opportunities for pupils to succeed.
4. To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
5. To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
6. To improve staff development, cooperation and teamwork by creating effective leaders.

Roles:

The Governing Body

1. Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
2. Will adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the school.
3. Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Capability or Disciplinary Policy.
4. Will review the demands on staff, and seek practical solutions wherever possible.

The Principal

1. Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
2. Will support the governing body in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.
3. Will adopt school policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons. For further information refer to our school's Absence Management Policy.

4. Will ensure that there is clear communication between staff and management with regards to all areas of school life.
5. Will create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness.
6. Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
7. Will monitor and review any measures that are planned, and assess their effectiveness.
8. Will conduct risk assessment for work-related stress in consultation with senior staff.
9. Will appoint a staff wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school. The co-ordinator will also ensure that school policies and procedures reflect this aim.
10. Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work. Staff members will make themselves aware of the school's policies on Capability, Bullying and Harassment, Staff Attendance etc.
11. Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
12. Will identify opportunities for development and take advantage of those offered by the school. Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.
13. Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.
14. The Senior Leadership Team must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.
15. The Senior Leadership Team should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.
16. The school will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as the teacher helpline or support from the Local Authority e.g. counselling.
17. During this time, the school will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

Procedures to promote staff wellbeing:

- Twice weekly communication via morning staff briefings.
- Continuing professional development for all staff.

STUDENTS WELL-BEING

SKBZ BANGLADESH ISLAMIA SCHOOL seeks to meet the individual needs of all students by establishing and maintaining a positive school climate that in turn allows all students to access quality educational programs.

Our School aims to be a safe, positive, and successful school for all students and staff where student learning and achievement is paramount. Our School will achieve these aims through:

- a) The Student Wellbeing Policy.
- b) Anti-Bullying Policy.
- c) Occupational Health and Safety Policy
- d) Child Protection Policy.

Effective Learning & Teaching

Aims:

At **SKBZ BANGLADESH ISLAMIA SCHOOL** we strive to enhance effective learning and teaching by:

- students playing an active role in the learning process;
- effective support provided to classroom programs;
- the learning experiences of students affirming their individuality and be positive and satisfying;
- building on and developing skills to assist with student reintegration into mainstream settings.

Outcomes

- students participate in decisions about their own learning;
- students pursue a program of learning relevant to their needs and aspirations;
- students develop an understanding of themselves as well as skills for positive, socially responsible participation;
- students work towards competencies which enhance the quality of their relationships with others;
- students feel valued as learners.

Positive climate and good discipline

Aims:

SKBZ BANGLADESH ISLAMIA SCHOOL strives to develop a positive school climate and good discipline through the:

- Well-being, safety and health of students being a priority in all school policies, programs and practises;
- disciplined, ordered and cohesive school community where individuals take responsibility and work together;
- Inclusive school environment which affirms diversity and respects difference.

Outcomes

- students are safe in the school environment;
- students know what is expected of them and others in the school community;
- students are able to learn without disruption from inappropriate behaviour;
- students are provided with appropriate support programs;
- students participate in the social and academic programs of the school;
- students value difference and display tolerance;
- students are respected and supported in all aspects of schooling.

Community Participation

Aims

SKBZ BANGLADESH ISLAMIA SCHOOL seeks to enhance community participation by:

- developing strong links between students, staff, parents and other members of the school community;
- Parents and community members participating in the education of young people and sharing the responsibility for shaping appropriate student behaviour;
- The curriculum, goals, plans and actions of the school reflecting the needs and aspirations of students and the wider school community;
- Students, parents and teachers perceiving that the learning and teaching programs in the school are relevant and beneficial;
- Staff facilitating parent and community involvement in a range of school activities.

Outcomes

- Students are supported by parents and community participation in school activities;
- Students value the school as an integral part of the community;
- Students and their families understand how to gain access to relevant support services in the wider community;
- Students are partners with parents and teachers in the teaching and learning processes in the school.

Signed:



Mir Anisul Hasan
Principal

