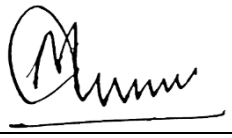
MODEL PRIVATE SCHOOL, ABU DHABI

SCHOOL POLICY ON STAFF WELLBEING

Review Date:	MARCH 2026		
Next Review Date:	MARCH 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	30-MARCH-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	30-MARCH-2026

Introduction:

Model Private School, Abu Dhabi, recognizes the critical role staff well-being plays in fostering a positive and productive learning environment for students. We are committed to promoting the **physical, mental, and emotional well-being** of all our staff members, empowering them to thrive both personally and professionally. This Staff Health and Wellbeing Policy aligns with the guidelines set forth by the Abu Dhabi Department of Education and Knowledge (ADEK) and outlines the school's initiatives to support staff well-being.

➢ Objectives:

This policy aims to:

- **Create a Safe and Supportive Work Environment:** Promote a culture of respect,

open communication, and collaboration to reduce stress and enhance job satisfaction.

- **Promote Work-Life Balance:** Encourage healthy work practices that allow staff to

maintain a balance between professional and personal lives.

- **Support Physical Health:** Provide access to resources and information to encourage healthy lifestyle choices.
- **Promote Mental and Emotional Wellbeing:** Increase awareness of mental health concerns and offer resources for support.
- **Develop Staff Resilience:** Equip staff with strategies to manage stress, build

resilience, and cope with challenging situations.

- **Foster Open Communication:** Encourage open dialogue about well-being concerns and create a safe space for seeking support.

➢ Initiatives for Work-Life Balance:

- **Flexible Work Arrangements:** The school will explore options for flexible work arrangements, such as:
  - **Compressed workweeks:** Offering the option to work longer hours across fewer days.
  - **Flexi-time:** Allowing staff to adjust start and finish times within designated core hours
  - **Remote work (when feasible):** Providing the option to work remotely for specific tasks or during emergencies.

Leave Policies: The school will adhere to all legal requirements related to annual leave, sick leave, personal leave, and maternity/paternity leave.

Time Management Training: The school will offer workshops or training programs on effective time management strategies and stress reduction techniques.

Discounted Memberships: The school may explore partnerships with local gyms, fitness centers, or wellness programs to offer staff discounted memberships.

➢ Health and Wellness Programs:

- **On-Site Wellness Programs:** The school may offer on-site fitness classes (yoga, pilates), health screenings (blood pressure, cholesterol), or wellness workshops (nutrition, mindfulness).

- **Healthy Food Options:** The school cafeteria will strive to offer a variety of healthy and balanced meal options, catering to diverse dietary needs.
- **Discounted Health Insurance:** The school may explore partnering with insurance providers to offer staff discounted health insurance plans.
- **Employee Assistance Programs (EAP):** The school may consider establishing a confidential employee assistance program (EAP) to provide staff with access to counseling and support services for personal and work-related challenges.

➢ Mental and Emotional Wellbeing:

- **Mental Health Awareness Training:** The school will offer training sessions to all staff on identifying signs and symptoms of mental health concerns (anxiety, depression, burnout) in themselves and others.

- **Confidentiality:** The school will ensure the confidentiality of any information disclosed by staff regarding their mental well-being.

- **Access to Mental Health Resources:** The school will provide staff with a comprehensive list of available mental health resources in the community, including counselors, therapists, and support groups.

- **Stress Management Training:** The school may offer training programs on stress management techniques to equip staff with coping mechanisms for handling workload and pressure.

➢ Staff Feedback and Communication

- **Open Communication Channels:** The school will maintain open communication with staff regarding their well-being concerns. This may include:
- **Staff surveys and focus groups:** Conducting regular surveys and focus groups to gather feedback on the effectiveness of the policy and identify areas for improvement.
- **Staff suggestion boxes:** Providing anonymous suggestion boxes for staff to share feedback and concerns.

➢ Management Responsibilities

- **Supportive Work Environment:** School leaders will strive to create a work environment that is respectful, supportive, and free from harassment or bullying. Bullying and harassment policies will be clearly outlined and enforced.
- **Stress Management for Staff:** Managers will be trained to recognize signs of stress or fatigue in staff and provide support through workload adjustments, additional resources, or referrals to relevant support services.
- **Open Communication:** Managers will be encouraged to foster open communication with staff and create a safe space for staff to discuss concerns and ask for help.

➢ Policy Review and Updates

This policy will be reviewed and updated on a regular basis to ensure its effectiveness and compliance with current ADEK guidelines and best practices. Staff feedback and data on staff well-being initiatives will be used to inform adjustments and improvements to the policy.

➢ Training and Implementation

- All staff will receive training on this policy during onboarding and on an ongoing basis.
- The school leadership team will be responsible for overseeing the implementation of this policy.
- A designated staff member (e.g., HR representative, wellness coordinator) may be appointed to spearhead initiatives and provide support to staff regarding well-being concerns.

➢ Conclusion

Model Private School, Abu Dhabi, is committed to fostering a culture of well-being where staff feel valued, supported, and empowered to thrive. We believe that investing in the well-being of our staff ultimately benefits our students, creating a positive and productive learning environment for all.

Staff Health and Wellbeing Committee (SHWBC)

In accordance with the Staff Health and Wellbeing Policy, Model Private School, Abu Dhabi, establishes the Staff Health and Wellbeing Committee (SHWBC) to oversee the implementation of the policy and promote staff well-being initiatives.

➢ Committee Composition

The SHWBC will be composed of the following members:

1. **Chairperson:** School Principal
2. **Wellness Expert / Lead:** Head of Inclusion
3. **School Counselor:** Providing expertise on mental and emotional well-being support for staff.
4. **Wellness Coordinator:** Vice Principals. Overseeing the implementation of well - being programs and initiatives.

Responsibilities of the SHWBC

Review and update the Staff Health and Wellbeing Policy in accordance with ADEK guidelines and best practices.

Develop and implement a comprehensive plan for promoting staff well-being.
Oversee the implementation of various initiatives within the policy framework, including:

- Work-life balance strategies.
- Access to health and wellness resources.
- Mental and emotional well-being support programs.
- Training and workshops on stress management and healthy living.
- Partner with relevant departments within the school (e.g., Counselor, HR, IT) to implement initiatives.
- Conduct surveys and focus groups to gather staff feedback on well-being programs.
- Monitor the effectiveness of initiatives and make recommendations for improvement.
- Identify and address any gaps or challenges in promoting staff well-being.
- Communicate regularly with staff about committee activities and progress.

This committee structure ensures a collaborative approach to staff well-being, incorporating the perspectives of staff, leadership, and relevant stakeholders.

Reviewed and finalized on 30-March-2026
To be implemented AY 2026-2027
Principal