Staff Wellbeing Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	September 2027

This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí, unless a section says otherwise.

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1. Introduction

Baleares International College recognises that the wellbeing of its staff matters for its own sake and for the education of its students. Staff who are well supported, trusted and able to manage their workload are better able to give students the best of themselves. This policy sets out the school's commitments to staff wellbeing, the arrangements that are in place, and where staff can find support. It applies to all staff at both sites, teaching and non-teaching.

The school's commitment is shared by Ariston Education, which supports its schools in promoting staff wellbeing.

2. Legal framework

- Ley 31/1995 de Prevención de Riesgos Laborales requires the school to protect the health and safety of its workers, including from psychosocial risks such as excessive workload, stress and harassment. The school does this with its external prevention service, Arxiduc Prevención, under its Plan de Prevención.
- Ley Orgánica 3/2018 (LOPDGDD), Article 88, gives workers the right to digital disconnection outside working time.
- The Estatuto de los Trabajadores and the XII Convenio colectivo de enseñanza privada set out working time, rest, leave and holidays.
- Ley Orgánica 3/2007 on equality and Ley 15/2022 on equal treatment protect staff from discrimination and harassment.

3. Our commitments

The school will:

- treat every member of staff with respect and make them feel valued;
- manage workload sensibly, so that staff time is spent on what makes most difference to students;
- respect staff time outside working hours;
- listen to staff views on wellbeing and act on them;
- support staff who are experiencing difficulties, in confidence;
- make sure leaders model healthy working practices.

4. Arrangements in place

Workload and working time

- Teaching loadings are capped according to role, as set out in the Staff Handbook, so that staff have time for planning, preparation and assessment.
- Tuesday 16.00 to 17.00 is the protected meeting slot. Meetings are not held every week, and meetings are not arranged at other times without good reason.
- Leaders review new initiatives, data collection and reporting for their impact on workload before introducing them.

Communication and the right to disconnect

- Staff should not send emails before 08.00 or after 17.00, at weekends or in school holidays, except for urgent or safeguarding matters. Staff are not expected to read or reply to emails outside these times.
- Emails are kept short and addressed only to those who need to act. Email is not used for debate, dispute or challenge, which are dealt with face to face.
- Staff are encouraged to remove work email from personal phones.
- These arrangements reflect the school's guidance on the right to digital disconnection.

Line management

Wellbeing is a standing part of every line management meeting. Line managers are expected to know their team, to notice when a colleague is struggling and to offer support or signpost help.

Health and safety

- Arxiduc assesses psychosocial risks periodically as part of the school's risk assessment, and the school plans action on the findings.
- Staff are offered health surveillance through Arxiduc's health surveillance service. The school receives only the fitness conclusion, never medical details.
- Staff who have an accident at work are treated through the school's mutua, Umivale Activa, as set out in the Staff Handbook.
- The Comité de Seguridad y Salud, which includes staff representatives, is a forum for raising wellbeing and psychosocial risks.

Staff voice

- The school will carry out a staff wellbeing survey each year, either as part of an Ariston Education group survey or as a school survey, and share the findings and the actions it will take.
- Staff can raise wellbeing matters with their line manager, the Principal or staff representatives at any time.

Development and recognition

- Professional development is planned through the school's CPD programme and the Group Professional Development Handbook.
- Staff successes are recognised in briefings and the weekly staff bulletin.

Social and community

The school supports social and team events that bring colleagues together across both sites.

5. Support available

- **Line manager:** the first point of contact for most concerns.
- **Principal and senior leaders:** for concerns that cannot be resolved with the line manager, or that are about the line manager.
- **School HR (Myriam Boussoumah):** for advice on leave, absence, reasonable adjustments and flexible working.

- **Occupational health:** through Arxiduc, including support to return to work after illness.
- **Public health services:** staff can access mental health support through their GP (médico de cabecera) at their local health centre, and in a crisis through the 024 national crisis line or 112.
- **Harassment:** staff who experience harassment, bullying or discrimination at work can raise it with the Principal, or through the school's internal information system under Ley 2/2023 (with the Regional Head of Schools if the concern relates to the Principal), and are protected from retaliation.

6. Responsibilities of staff

Staff are encouraged to look after their own health and wellbeing, to support colleagues, to respect agreed working practices (including the communication protocol), and to tell their line manager early if they are struggling so that support can be put in place.

7. Monitoring and review

The Principal reviews staff wellbeing each year, using the staff survey, absence data and feedback from line management, and reports to the Regional Head of Schools. This policy is reviewed annually.

8. Related policies

- Health and Safety Policy
- Staff Code of Conduct
- Equality, Diversity and Inclusion Policy
- Staff Handbook 2026-27