



مدرسة وودلم الأمريكية الخاصة
**Woodlem American
Private School**

SCHOOL WELLBEING POLICY

1. DEFINITION

Wellbeing is promoting staff and students' mental, social, and emotional health, and ensuring a safe and supportive learning environment that fosters balanced academic and personal growth.

2. PURPOSE OF THE POLICY

The purpose of this Wellbeing Policy is to provide clarity to all stakeholders at woodlem American Private School on approach to ensuring our students and staff wellbeing to be a school where

- All stakeholders are valued.
- Students feel able to talk openly with trusted adults about their problems without feeling any stigma.
- Positive mental health and wellbeing is promoted and valued.
- To ensure that woodlem American school provides a safe, secure, supportive and stimulating environment that is responsive to the personal, social and emotional needs of all members of the school community.
- To encourage co-operation, respect and consideration for and between all members of the school community.
- To promote warm and positive relationships between children, staff and parents.
- To build an atmosphere of trust.
- To help children and staff grow in self-esteem, confidence and independence of thought.
- To provide children and staff with opportunities to develop their resilience and coping strategies.
- To encourage the children and staff to value one another and to respect the views of other members of their community.
- To prepare the children for the opportunities, responsibilities and experiences of adult life.
- To provide staff for the opportunities to develop professionally and personally.
- Bullying is not tolerated.

WELLBEING OF STUDENTS

3. GENERAL OBJECTIVES

1. Support students' mental and emotional health.
2. Foster a positive school environment based on respect and acceptance.
3. Prevent negative behaviors such as bullying, violence, and social isolation.
4. Raise awareness among the school community about the importance of mental wellbeing.

4. WELLBEING TEAM TASKS

4.1. Psychological and Social Support Tasks

- Provide support to students facing psychological pressure or social problems.
- Follow up on students who require ongoing intervention.
- Develop individual support plans for students when needed.

4.2. Prevention and Awareness Tasks

- Implement awareness programs on positive behavior, mental health, safety, and mutual respect.
- Organize student workshops on conflict resolution and emotional management.
- Promote values of tolerance, cooperation, and self and peer respect.

4.3. School Monitoring Tasks

- Monitor student behavior in classrooms, corridors, and during breaks.
- Follow up on bullying or student conflicts and intervene immediately.
- Work with teachers to create a safe and encouraging classroom environment.

4.4. Communication Tasks

- Communicate with parents regarding cases requiring follow-up.
- Collaborate with administration, social workers, and teachers when handling any case.

5. ROLES AND RESPONSIBILITIES, INCLUDING THOSE WITH SPECIFIC RESPONSIBILITY

We believe that all staff have a responsibility to promote positive mental health, and to understand about protective and risk factors for mental health.

Team Leader – Ms. Marah Qaddoura, School Principal

- Lead the team and oversee the overall wellbeing plan.
- Follow up on priority student cases.
- Officially communicate with parents and relevant authorities.
- Make decisions regarding interventions and follow-up procedures.

Child Protection and Wellbeing Coordinator – Ms. Dalal Rizkallah

- Carry out child protection responsibilities according to school policies.
- Follow up on sensitive cases and ensure proper intervention procedures.
- Communicate with authorities as needed in coordination with school administration.
- Provide guidance and awareness to teachers on warning signs and handling cases.
- Maintain and update child protection files and records.
- Support planning and implementation of school wellbeing initiatives.
- Coordinate training sessions and workshops on wellbeing, positive behavior, and child protection.
- Organize wellbeing team meetings, prepare agendas, and follow up on actions.

Social Media and Activities Officer – Ms. Reem Rady

- Cover wellbeing events and activities at school.
- Design awareness posters and materials.
- Contribute to planning school activities related to positive behavior and social awareness.
- Publish supportive messages for students and parents on school platforms.

Behavioral Support Specialist – Mr. Ahmed

- Monitor daily behavior of male students in classrooms and playgrounds.
- Provide behavioral support to students requiring guidance or follow-up.
- Intervene promptly in conflicts and behavioral incidents.
- Contribute to developing behavioral intervention plans.

- Document daily observations and report them in the team system.
- Participate in implementing positive behavior awareness programs for the boys' section.

Pastoral staff

- Supervise students' daily behavior in classrooms, corridors, and playgrounds.
- Intervene immediately in conflicts or behavioral problems.
- Monitor dangerous behaviors or bullying incidents.
- Write daily notes and document cases when necessary.
- Promote respect and positive behavior within the section.
- Support students facing social or communication difficulties.
- Participate in weekly team meetings and school initiatives.

6. WORK PROCEDURES

Daily Follow-up

- Conduct field rounds in corridors and playgrounds.
- Monitor students with special wellbeing needs.

Complaint Reception and Management

- Receive reports from teachers or parents.
- Document cases confidentially.
- Develop clear and specific intervention plans.

Documentation and Evaluation

- Maintain records of cases and follow-ups.
- Evaluate the effectiveness of programs and initiatives periodically.
- Submit recommendations to the administration for improvements.

7. CORE PRINCIPLES

- Maintain confidentiality in handling information.
- Respect all students without discrimination.
- Ensure fairness in dealing with everyone.
- Intervene positively without harsh punishment.
- Prioritize prevention through continuous awareness.

WELLBEING OF STUDENTS

School will promote the well-being of employees by:

- Creating a working environment where potential triggers of work-related stress are avoided, minimized, as far as practicable, through good management practices, effective Human Resources policies and staff development.
- Increasing SLT and employees' awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Developing the competence of SLT so that they manage staff effectively and fairly.
- Engaging with staff to create constructive and effective working partnerships both within teams and across the School.
- Establishing working arrangements whereby employees feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and well-being through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.

Arrangements for well-being and stress prevention is made through good management practices. These can include the following

- Recruitment and selection procedures.
- Clear job descriptions and person specifications to ensure that the 'right' person is recruited for the job.
- Training and Development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.
- Managing performance procedures
- Capability and absence management & return to work procedures to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability.
- Harassment and anti-bullying procedures.
- Procedures for communicating with employees on the work of the school and issues affecting their work.
- Flexible working arrangements where applicable
- A termly survey of staff to better understand the areas of work-life that have a negative effect on staff well-being.

