ليـــوا للتعليم
Liwa Education

مدرســـة لـــيـــوا الـــدولـــيـــة
Liwa International School
الـقـطـارة Al Qattara

2026-2027

School Staff Wellbeing Policy

Policy Document

AY 26/27

August 2026

Effective Date: Aug 2026
Review Date: Yearly

LISQ Staff Wellbeing Policy

1. Purpose

LISQ is committed to providing a safe, supportive, and inclusive work environment that prioritizes the well-being of all staff. This policy outlines our approach to fostering a culture of well-being, recognizing that the physical, mental, emotional, and social health of our staff is essential to personal satisfaction, professional productivity, and overall school success.

2. Scope

This policy applies to all LISQ employees, including teachers, administrative staff, and contracted third-party personnel. It is grounded in LISQ's duty of care to uphold a healthy and positive work environment for everyone.

3. Commitment to Staff Wellbeing

LISQ values the holistic well-being of every staff member and is committed to:

3.1 Duty of Care: Ensuring a safe and healthy work environment and addressing any foreseeable risks to staff well-being.

3.2 Respect for Privacy: Handling all personal and health-related information confidentially, in line with relevant data protection laws.

4. Holistic Wellbeing Framework

LISQ embraces a comprehensive well-being framework, supporting the following aspects of staff well-being:

4.1 Social: Fostering positive relationships and a supportive community.

4.2 Physical: Encouraging healthy lifestyle choices and access to health resources.

4.3 Mental: Providing access to mental health support and stress management resources.

4.4 Intellectual: Supporting lifelong learning and professional development.

4.5 Emotional: Creating a safe space for emotional expression and support.

5. Staff Wellbeing Committee

A Staff Wellbeing Committee will oversee well-being initiatives and ensure continuous support. The committee will:

5.1 Plan and Execute Well-being Activities: Organize regular events focused on well-being.

5.2 Monitor and Review Policies: Ensure that all well-being policies are effectively implemented and regularly updated.

5.3. Collect Feedback: Actively seek input from staff on well-being programs and adapt as needed.

6. Practical Well-being Initiatives

6.1 Routine Check-ins

6.1.1 One-on-One Meetings: Scheduled quarterly, each staff member will meet with a designated Wellbeing Lead or chosen manager to discuss their well-being in a confidential, supportive environment.

6.1.2 Structured Approach: Check-ins will focus on open-ended questions to encourage honest sharing. Staff can choose their preferred contact for these discussions, enhancing trust and comfort.

6.2 Onboarding and Integration

6.2.1 Buddy Program: Assign a buddy to new staff members to assist with their transition.

6.2.2 Orientation Sessions: Include an introduction to LISQ's well-being resources and policies as part of the onboarding process.

6.3 Support for Work-Life Balance

6.3.1 Flexible Scheduling: Where possible, allow flexible work arrangements, or adjusted hours for administration staff during periods of school holiday.

6.4 Health and Wellness Programs

6.4.1 Health Initiatives: Organize recreational activities (e.g., sports events, wellness workshops) and provide access to health resources.

6.4.2 Counseling Services: Offer confidential counseling support through the school counselor, if possible, with referrals to external professionals for more serious concerns.

6.5 Recognition and Positive Reinforcement

6.5.1 Employee Recognition: Celebrate achievements through an Employee of the Month program and shout-out boards to acknowledge contributions and successes.

6.5.2 Positive Practices: Encourage gratitude expressions, mindfulness activities (e.g., Mindful Mondays), and staff appreciation events.

7. Grievance and Whistleblowing Procedures

LISQ is committed to providing clear, confidential avenues for reporting concerns:

7.1 Grievance Reporting: Staff are encouraged to report grievances directly to their line manager or HR. Issues will be addressed promptly, with a target resolution time of 72 hours, depending on the nature of the issue.

7.2 Whistleblowing Policy: A confidential whistleblowing form is available to all staff, enabling anonymous reporting of any misconduct or malpractice.

8. Confidentiality and Data Protection

All records related to staff well-being will be handled confidentially, in line with relevant data protection laws. This includes personal medical information, health support records, and any counseling notes.

9. Compliance and Policy Review

9.1 Effective Date: This policy is effective from AY 2024/25.

9.2 Review and Updates: The Wellbeing Committee, in collaboration with HR, will review this policy annually, making adjustments based on staff feedback and evolving best practices.

Policy Owner Department

Education Department

Key Stakeholders		
Policy Owner:	School Principal	LISQ Principal
Reviewed by:	Margaret Haynes	Director of Schools
	Kevin Wallis	Deputy CEO
Approved by:	Dr. Shereen Gobran	Chief Executive Officer