

Forming a Wellbeing Action Group

As part of the Leadership and Management strand of the Wellbeing Audit, it is recommended that schools form a Wellbeing Action Group that fully represents the community of the school and will help to take actions forward. Who will you invite for yours?

Who will I invite to join this group?	Current Role/Position	Support Role within WAG	How will I invite? Email? / Invitation letter to all? / Existing groups? / Direct request to join?
	Strengths of developing a WAG?		
	Challenges of developing a WAG?		
	How will I ensure the whole school community is aware of this group and this groups role and activity?		

Example Terms of Reference Template

The Wellbeing Action Group is developed to lead and support the school on its journey to a whole school approach to wellbeing. Once a group has been developed we recommend you set and agree terms of reference for this group.

Terms of reference example template for school or college Wellbeing Action Group (WAG)

Project Title: Wellbeing Action Group (WAG)

Project Brief: The 'whole school approach' is underpinned by good leadership and schools make the greatest impact, across the whole spectrum of school life, when they have a team approach to leading this work.

The Wellbeing Action Group will also contain designated members of staff who may have a more specialist role in helping to identify need, provide advice and allocate appropriate support.

Intended Outcomes.

- The school has a Wellbeing Action Group whose role is to develop and implement the whole school approach to wellbeing.
- This group is known to all staff, pupils and parents.
- The school has a shared understanding of what wellbeing means and this has been developed at a whole school level led by the Wellbeing Action Group.
- Improved emotional health and wellbeing across the school community.

Steering Group Roles and Responsibilities.

- Set & Agree terms of reference that includes a shared understanding of wellbeing, clearly identified areas of success, and need, actions for the school year, agreed dates on which to review and monitor progress which is then fed back to the wider school community.
- Review and update the Health and Wellbeing Audit
- Develop sub-groups linked to identified areas of development
- Employ creative practices as part of each meeting including checking in, setting ground rules, using varied and stimulating activities to generate ideas, enabling contributions from everyone, and making time to check out.



- Celebrate success and achievements by updating online evidence in the audit tool in addition to school-based events such as celebration assemblies, noticeboards, etc.

Steering group membership.

We recognise that staff often hold multiple roles and some settings may not have enough staff for each area below. We encourage creativity in engaging others in support for this approach and as such, our recommendation is for a wider group of interested and committed partners from across the school community that will support the SMHL and setting in their development of a whole school approach.

Ideally, your WAG should be made up of individuals that represent the different groups within your school and those that may have an interest or role that links to the eight principles of the whole school approach. Such as:

1. Leadership and Management - A member of SLT and/or Governor
2. Ethos and Environment - A pastoral lead, safeguarding lead or someone that leads activities or PE
3. Curriculum and Learning - A member of the teaching staff that leads PSHE/Health Education
4. Staff Wellbeing and Development - A member of staff in addition to above
5. Parent Involvement - Parent and Parent Governor
6. Pupil Participation - Children or Young People reps
7. Identifying Needs - SENCO and/or Designated Wellbeing Lead and any additional staff that have a wellbeing role within the school
8. Targeted Support - Education Mental Health Practitioner's (EMHPs), Parent and Family Support Advisor, School Nurse, ELSA, and school counsellor

Additional people could be involved such as – PH School Nurse, Educational Psychologist, support staff, lunchtime staff, a member of the admin team.

Name	Current role/ position	WAG Supporting principle
Expectations		

Members will be clear and open when their individual roles or interests are in conflict and at this point will remove themselves from agreed items within the meeting.

If unable to attend, members will send their apologies, submit any information required prior to the meeting and/or send a representative in their place.

Meetings

Minutes, meeting notes and/or key actions will be completed during each meeting and shared with the group and school staff prior to the next meeting date.

Frequency

Meet regularly - every 6 weeks or ½ termly

Dissolution

The group will dissolve at...

