

# Identify and assess staff needs and actions already taken by the school

## Staff Wellbeing



### Guidance: Identifying and Assessing Staff Needs and Actions

#### Status Check:

Compile a list of current structures, processes, procedures and policies that support staff wellbeing.

Use the status check to assess:

*What is working well? What is promising but needs improvement? What needs to be stopped? What is missing?*

#### Example:

The diagram illustrates a process for identifying and assessing staff needs and actions. It consists of two main boxes at the top and four action categories below them.

**Current Provisions** (Left box) and **Identified Needs** (Right box) are represented by empty rectangular boxes with rounded corners. Each box has a corresponding label in a blue rounded rectangle above it.

Below these boxes are four action categories, each in a blue rounded rectangle with a white icon at the bottom:

- Start** (Play button icon): *What should we have in place?*
- Stop** (Stop sign icon): *What is not working well?*
- Continue** (Refresh icon): *What is working well that we should continue?*
- Change** (Change icon): *What is working to some extent and would benefit from some minor changes?*



# STATUS CHECK

## Identified Needs

Empty box for identifying needs.

### Change

*What is working to some extent and would benefit from some minor changes?*

Empty box for change suggestions.



### Continue

*What is working well that we should continue?*

Empty box for continue suggestions.



### Stop

*What is not working well?*

Empty box for stop suggestions.



### Start

*What should we have in place?*

Empty box for start suggestions.



## Current Provisions

Empty box for current provisions.