



The Westminster
School

Safe, Happy and Learning Together

www.thewestminsterschool.co.uk

2023/2024

Staff Financial Wellbeing Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	08/02/2024
Signed by Chair of Governors:	<i>P. A. Evans</i>
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson
Date of Review:	08/02/2026

Purpose

The purpose of this policy is to assist with creating an open and supportive workplace where managers and employees can discuss any issues associated with financial wellbeing, and to ensure the available resources are known about and offered to employees when needed.

We are committed to supporting our employees with their financial wellbeing. We recognise that worries and concerns about personal finances can have a significant detrimental impact on employees' physical and mental health, as well as their ability to do their job.

We are committed to ensuring appropriate assistance is provided to any employee concerned about financial matters, experiencing debt, or other financial problems.

Raising concerns

It is important that, as an employee, you prioritise your personal health and financial wellbeing. If you find that personal financial concerns are affecting you, you should discuss this with the HR Manager, who will treat the matter with complete confidence. In order to ensure we can provide you with the best support possible we encourage you to be open in these conversations.

However, we recognise that this is a sensitive issue so if you don't feel comfortable discussing your situation with your manager, you are encouraged to speak with the HR Manager or a senior member of staff.

We aim to normalise conversations about money worries at work and breakdown any stigma. We have an open-door policy so that employees feel comfortable in approaching managers with their concerns. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you. We will explore with you what support or adjustments you feel would be beneficial. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

A wide range of resources on money, debt and wellbeing are signposted on the Staff Wellbeing Hub on SharePoint <https://westminstersandwell.sharepoint.com/sites/StaffWellbeingHub>

If you need additional support, we would encourage you to speak to BHSF RISE Employee Assistance Programme on 0800 285 1538 or one of our mental health first aiders.

Sandwell MBC support employees with their financial wellbeing by demonstrating their commitment to paying a fair and liveable wage by being a Real Living Wage employer.

Details of the organisational benefits for employees are on the HR Hub on SharePoint <https://westminstersandwell.sharepoint.com/sites/HRHub>.

Access to external help and advice

You can get free, confidential and independent money and debt advice from the government's Money & Pensions Service [<https://moneyandpensionsservice.org.uk>]. Further external information and support is available from organisations such as Citizens Advice <https://citizensadvice.org.uk> and more resources are available on the Staff Wellbeing Hub.

Employee assistance programme

Further support is available by contacting our Employee Assistance Programme, a confidential 24-hour telephone counselling service that also provides information regarding financial wellbeing, which can be accessed on 0800 285 1538.