



ESTAR

ELITE SKILLS, TRAINING
& RECRUITMENT

CP-020

**Health and Wellbeing
Policy**

REV: 00



Address: 4 Westway, Westway House, Blaydon on Tyne, NE21 4EE

Policy Owner: Board of Directors

Applies to: All staff, learners, apprentices, employers, contractors and visitors

Review Frequency: Annual

1. Statement of Intent

ESTAR Education is committed to promoting and supporting the **health, safety and wellbeing** of all learners, apprentices and staff.

We recognise that wellbeing directly impacts:

- learner success
- engagement and retention
- achievement and progression
- overall safety and safeguarding

We aim to create an environment that is:

- supportive
- inclusive
- respectful
- proactive in addressing wellbeing needs

2. Scope

This policy applies to:

- learners and apprentices (16–18 and 19+)
- staff and associates
- employer-based environments
- centre-based delivery
- remote and online learning

It covers:

- physical health
- mental health
- emotional wellbeing
- social wellbeing

3. Definition of Wellbeing

Wellbeing refers to a person's overall state of:

- mental health
- emotional stability
- physical health
- ability to cope with daily life

This includes:

- resilience
 - confidence
 - sense of belonging
 - ability to seek support
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4. Commitment to Wellbeing

ESTAR is committed to:

- promoting positive mental health
- reducing stigma around wellbeing issues
- identifying concerns early
- providing appropriate support
- signposting to specialist services

5. Responsibilities

Board of Directors

- ensure wellbeing is embedded within organisational culture
- allocate appropriate resources

Designated Safeguarding Leads (DSLs)

- oversee wellbeing concerns linked to safeguarding
- manage escalation of serious concerns
- coordinate external support

Staff

- promote a supportive environment
- recognise signs of distress
- report concerns appropriately
- support learners within their role

Learners

- engage positively
- seek support when needed
- respect others

Employers

- support apprentice wellbeing
- provide safe working conditions
- communicate concerns to ESTAR

6. Key Areas of Wellbeing

6.1 Mental Health

Includes:

- anxiety
- stress
- depression
- emotional distress

6.2 Physical Health

Includes:



- workplace safety
- fatigue
- illness

6.3 Emotional Wellbeing

Includes:

- confidence
- self-esteem
- relationships

6.4 Social Wellbeing

Includes:

- inclusion
- belonging
- peer relationships

7. Identifying Wellbeing Concerns

Staff should be aware of indicators such as:

- changes in behaviour
- withdrawal or disengagement
- poor attendance
- emotional distress
- decline in performance
- signs of fatigue or stress

Any concerns must be:

- recorded
- escalated appropriately

8. Supporting Learners

ESTAR supports learners through:

- regular progress reviews
- open communication with tutors
- supportive learning environment
- safeguarding support where required
- reasonable adjustments

9. Safeguarding and Wellbeing

Wellbeing concerns may become safeguarding concerns where:

- there is risk of harm
- mental health deteriorates significantly
- abuse or exploitation is suspected

All serious concerns will be escalated under the **Safeguarding Policy**.

10. External Support & Signposting



Where appropriate, ESTAR will signpost learners to:

- GP services
- mental health services (e.g. CAMHS for under 18s)
- NHS 111
- Samaritans
- NSPCC (for young people)

11. Workplace (Apprenticeship) Wellbeing

ESTAR works with employers to:

- ensure safe working environments
- monitor learner wellbeing
- address concerns collaboratively
- support apprentices experiencing difficulties

12. Promoting Wellbeing

Wellbeing is promoted through:

- learner induction
- ongoing tutor engagement
- safeguarding sessions
- British Values and personal development
- supportive culture

13. Communication to Learners

This policy is communicated through:

- induction
- learner handbook
- tutor reviews
- online platforms
- safeguarding sessions
- employer engagement

Learners are informed of:

- how to seek help
- who to speak to
- available support

14. Confidentiality

Wellbeing concerns are handled:

- sensitively
- confidentially
- in line with Data Protection Policy

Information is shared only where necessary to protect individuals.

15. Monitoring & Review

ESTAR monitors:



Health and Wellbeing Policy

Form: CP-020

Revision: 00

- learner feedback
- wellbeing trends
- safeguarding concerns
- attendance and engagement

This policy is reviewed annually or following significant changes.

Date of last Review	Print Name	Position
02/02/2026	Keiran Casey	Chief Executive Officer
	Darren Beach	Quality Manager

16. Related Policies

- Safeguarding Policy
- Health & Safety Policy
- Bullying & Harassment Policy
- Equality, Diversity & Inclusion Policy
- Complaints Policy