7.8 – Staff Wellbeing Policy.

Statement intent

1. At Stowey Bears Preschool we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst staff so that all staff are made to feel welcome and included as a whole staff team and within specific teams.
2. Stowey Bears Preschool is committed to providing a safe, secure and supportive environment for all members of staff. With this in mind, this policy has been created to outline the steps that will be taken by the Preschool to promote the mental and physical wellbeing of our staff.
3. All members of staff will be made aware of the warning signs that can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous and confidential matter.

Legal framework.

1. This policy has due regard to relevant legislation, including but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Employments Relation's Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

This policy will be implemented in conjunction with the following Preschool policies:

- Health and Safety Policy
- Induction of New Staff
- Code of Conduct

Warning Signs:

1. All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress.
2. The manager will arrange training to help staff manage workplace stress
3. Some of the behavioural indicators that are caused by stress include, but are not limited to, the following:

- Difficulty sleeping
- Changes in eating habits
- Increased smoking or drinking

- Isolation from friends and family
- Poor attendance at work

Some of the physical indicators caused by stress include, but are not limited to, the following:

- Tiredness
- Indigestion and nausea
- Headaches
- Aching muscles
- Heart palpitations

Some of the mental indicators caused by stress include, but are not limited to, the following:

- Indecisiveness
- Difficulty concentrating
- Memory loss
- Feelings of inadequacy
- Low self-esteem
- Poor organistion.

Some of the emotional indicators caused by stress include, but are not limited to, the following:

- Anger or frustration
- Anxiety
- Hypersensitivity
- Feeling drained and listless
- Becoming withdrawn

The Governing Body.

The management will:

1. Ensure the effective implementation of this policy
2. Recognise mental health issues and seek to manage staff mental health through risk assessments, wellbeing checks and early interventions
3. Ensure staff roles and responsibilities are clearly defined and monitored.
4. Ensure that all Preschool polices are assessed for workload impact.
5. Create a positive and supporting atmosphere throughout the Preschool and be responsible for communicating this ethos.
6. Be responsible for implementing CPD which equips staff with the tools to effectively manage stress

7. Aim to develop a sensitive performance management process that is linked to clear job specifications.
8. Aim to consider all staff in the Preschool's decision-making process
9. Organise extra support for staff at times of increased stress, such as Ofsted inspections.
10. Ensure all policies that affect staff wellbeing are properly adhered to and reviewed.
11. Be responsible for decision making for authorising any staff absences, as well as granted extended leave
12. Plan and monitor a system of mentors/buddies to provide additional support for staff
13. Ensure that regular contact is maintained with members of staff who are absent for long periods.
14. Report any significant ussies about wellbeing to the governing body whilst respecting confidentiality.
15. Gather information in any cases that allow monitoring of this policy, such as, but not limited to:

- Sickness and absence data
- Staff turnover
- Referrals to the counselling service
- Referrals to other mental health services
- Grievance cases
- Harassment cases.

The wellbeing factor will

1. Encourage all staff to attend events and training opportunities that promote wellbeing and health
2. Provide information that helps staff to manage stress effectively
3. Ensure new members of staff have received all the relevant information they require. This includes the procedures for raising concerns about wellbeing.

Staff responsibilities:

1. The Health and Safety lead is responsible for monitoring the effectiveness of wellbeing provisions in certain policies, including those relating to the following:

- Performance management
- Flexible working
- Harassment
- Capability and absence
- Job description reviews

2. All members of staff are responsible for acting in a way that promotes a positive, supportive atmosphere throughout the Preschool
3. All members of staff are responsible for acting in a way that maintains a healthy work-life balance.
4. All members of staff are responsible for reporting honestly about their wellbeing
5. All members of staff will, where possible, ask for help when they feel under pressure or stressed.
6. All members of staff will attend events and training opportunities which promote wellbeing and health.
7. Members of staff will not act in a manner which endangers themselves or others.
8. All members of staff are expected to consider responsibility as to whether their behaviour is affecting the wellbeing of other colleagues.

Other meetings:

Stowey Bears Preschool will apply good practice advice to meetings of all kinds to make best use of time including:

- Meetings being well chaired; and start and finish on time
- Minutes should be action points only unless there is a specific need for more detail
- Items that are 'for information' should be communicated by other means. E.g. staff noticeboard or email

The Preschool will also regularly review the need for meetings, i.e. is it still a relevant meeting, do we need a meeting this week or month, or can we cancel? Check attendee list – is the meeting relevant to all those attending?

Reporting Procedures:

1. An experiences member of staff will be designated as a wellbeing officer;
2. If any members of staff wish to raise a concern about wellbeing, they are urged to discuss this with a trusted peer to try and resolve. If a solution cannot be found the member of staff should seek advice from the wellbeing officer.
3. The wellbeing officer will provide the member of staff with information about the support that is available to them; this includes both within the Preschool and outside resources.
4. The wellbeing officer will treat all cases confidential and will discuss with the individual how they wish the issue to be reported to elsewhere.

5. In some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed. If this is the case, staff will be made aware of the situation.
6. The wellbeing officer, will explore the issue and report as needed.

Complaints and grievances under current employment legislation:

1. Any member of staff may raise a wellbeing concern, complaint or grievance where they believe workplace stress, workload, conduct, harassment, bullying, discrimination, unsafe practice, lack of support, or any other workplace matter is affecting their health, safety, welfare or dignity at work.
2. Complaints will be dealt with promptly, fairly, sensitively and confidentially, in line with the Preschool's grievance, safeguarding, whistleblowing, equality and health and safety procedures.
3. Where a concern relates to work-related stress, the Preschool will consider whether a stress risk assessment or individual wellbeing action plan is required. The assessment will consider workload demands, control over work, support, relationships, role clarity and the management of change.
4. Where a concern relates to harassment, sexual harassment, bullying or discrimination, the Preschool will take proactive and preventative steps to protect staff, including considering risks from colleagues, parents, visitors, contractors and other third parties.
5. Staff will not be treated unfairly, victimised or disadvantaged for raising a genuine concern, complaint, grievance or protected disclosure. Concerns about sexual harassment may also be treated as a whistleblowing matter where appropriate.
6. The Preschool will keep appropriate written records of complaints, actions taken, outcomes, support offered and any follow-up review, while respecting confidentiality and data protection requirements.
7. If a complaint identifies wider workplace risks, the management team will review relevant policies, risk assessments, staffing arrangements, training, supervision and working practices to prevent recurrence.

   As this policy demonstrates we are highly committed to the well-being of staff and this is demonstrated in some of the practical things that are put into place including:

- Valuing emotionally literacy
- Investing in self-awareness/psychological resilience
- CPD for all staff
- Coaching for key staff
- Buddy system for new members of staff

- Clear induction
- Open door approach to provide feedback for improvement
- Staff socials
- Broad and meaningful conversations i.e. staff deployment, curriculum changes
- Promoting healthy lifestyles/sharing of good habits
- Discouraging tasks that are habitual but not effective
- Reducing unnecessary reporting and duplication of paper-based task
- Creation of high-quality dedicated study space
- Psychological supervision for all staff
- Discouraging staying late/repeated long days
- Reducing number of emails and weekend work
- Sharing well-being newsletters and information
- Supporting with challenging behaviours from children and families
- Creating a physical environment that is clutter free and attractive to work in
- Prioritising developing respectful relationships
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