

3.3 Staff Wellbeing Policy



Policy statement

Crowmarsh Pre-School understands that ensuring the wellbeing of our staff has a positive impact on our workforce culture, employee engagement and productivity.

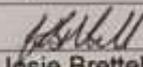
We aim to develop a positive and supportive culture and to tackle factors that may negatively affect the mental well-being of our employees.

Policy Principles

In order to achieve this, we will:

- Give employees information on and increase their awareness of mental wellbeing.
- Give non-judgemental and proactive support to staff who experience mental health problems.
- Include information about our well-being policy as part of our induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events.
- Offer employees flexible working arrangements where possible.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure individuals suffering from poor mental health are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult their own GP or a counsellor of their choice if they have mental health difficulties.
- In cases of long-term sickness absence, put in place, where possible, graduated return to work plans.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health illness in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

- Show a positive and enabling attitude to employees and job applicants with a mental health illness. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.
- Do not make assumptions that a person with a mental health illness will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.
- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices.
- Provide confidential counselling and adequate resources.

This policy was adopted by	Crowmarsh Pre-School	(name of provider)
On	September 2019	(date)
Date to be reviewed	September 2020	(date)
Signed on behalf of the provider		
Name of signatory	Josie Brettell	
Role of signatory (e.g. chair, director or owner)	Co-Chair	