

Wellbeing for Staff

This policy links to Health and Safety, Wellbeing in the Settings, Return to Work, Supervisions, Safeguarding and Prevent policies.

We promote the good health and well-being of all our staff. Well-being is described in the Oxford English Dictionary as 'the state of being comfortable, healthy or happy'. We strive to endeavour to support staff wellbeing, not only to ensure that children receive high quality provision, but also to ensure our employees and sessional workers feel supported and cared for, as part of a team.

Mental ill-health is usually caused by a combination of work and non-work related factors. There is a myriad of reasons for mental ill-health. Striking the balance between what is considered appropriate and robust mental health is tricky and we are committed to constantly upskilling ourselves so that we are better informed to develop and maintain conditions that support and encourage good mental health, as well as recognise the signs of ill health and signpost for more appropriate support.

We recognise the importance of safeguarding the mental health of all of our employees, by providing a happy and nurturing working environment. With statistics in the UK showing that 1 in 6 of us, each week, experiencing a common mental health problem, we are committed to acknowledging and supporting our staff's needs, physical and emotional.

Our ethos

We understand that the day to day demands and pressures of modern life such as family life, financial worries, health concerns and work-life balance can take its toll on staff. In order to support our staff team, we, the Management team, will put procedures in place that ensure that staff well-being remains as one of the key focuses of our practice. In doing this, we aim to provide our team with a safe, inclusive and nurturing working environment that acknowledges their needs, not just within the work place but as a whole person.

Our Children and Young People's Development Officer, Debbie Page-Evans is the named member of staff who leads our setting's well-being practice. She will offer support on staff well-being and know where to access external support. The Community Association Manager, Kate O'Sullivan, is also committed to supporting all staff and offers an open door policy for staff to speak to her at any time. She will also review our practices, supporting the whole staff team, to ensure we are implementing the necessary strategies to safeguard the well-being of our staff.

Procedure to minimise work related stress.

- To ensure staff are supported within the setting, new staff will receive a full induction so they feel competent and capable to carry out their role and responsibilities.
- Staff will receive ongoing training when required to ensure that they are supported to feel confident in their role to minimise stress within the workplace.
- An annual supervision will take place with the sessional workers who deliver the activity sessions we provide. They also have access to their line manager and/or the Community Association Manager where they can discuss anything including staff wellbeing.
- Staff are respected and valued in their work, whatever their role. Tasks are shared out appropriately according to their role and level of responsibility, the workload is monitored and reviewed on a regular basis.
- Staff will be encouraged to have a work life balance; this will be supported by ensuring the workload is monitored so that it is not necessary for staff to work outside of their scheduled hours. All contributions to work will be valued and celebrated.
- We will carefully review our expectations around the amount of paperwork that staff must complete. We will work as a team to ensure all record keeping is meaningful and kept to an appropriate level so as not to add undue pressure to staff members.
- We will work hard to maintain a reflective culture within the setting that encourages feedback from staff about management procedures and working relationships. This reflective culture will support an environment of team work, facilitating the involvement of every member of staff.
- Staff will be encouraged to take their required breaks at appropriate intervals to ensure they have time to rest and recuperate.
- The line manager and/or Senior Staff manager/Community Association Manager are available for staff to come and discuss any issues or concerns.
- We ensure that confidential conversations take place in private, away from other staff members, children and young people.

- All information will remain confidential or on a needs to know basis to support the facilitation of open and honest conversations. However, where there is a question around the safety of the staff member, the manager will refer to outside agencies for support and guidance. These measures will be discussed in a sensitive and understanding manner with the staff member, as appropriate.
- We actively promote a culture of mutual respect, tolerance and cooperation tolerance.
- Team meetings will support with team development, to raise awareness of mental health and well-being by engaging staff in conversations about how we can be maintaining a supportive environment
- We promote a culture that supports any staff member who is experiencing a mental health related illness and reasonable adjustments will be made to support any staff experiencing stress and any mental health issues.
- If we are made aware of any member of staff who requires support, a plan for more regular support sessions and adjustments to their working day will be discussed and decided in partnership with the staff member. This plan will be reviewed regularly and adapted to ensure it is achievable, relevant and appropriate. **(See Supporting Staff Members Individual Section)**
- If adjustments are unable to meet the needs of the member of staff or the setting, then further advice and support will be sought.
- Leaders and managers support all staff in a safe culture where bullying, harassment and discrimination will not be tolerated, along with a culture that will challenge and deal with any inappropriate behaviour in a timely manner.

Supporting Staff Members Individually

We include well-being as part of our discussions at staff supervision sessions and appraisals. During these sessions, we will work with staff on an individual basis, and have well-being discussions to ascertain any individual well-being needs. Where the Manager and staff member feel it is appropriate, they will draw up an individual action plan, this will include looking at the workload and any stress triggers. With the needs of the setting also in mind, reasonable adjustments will be made for the member of staff. For example, this could include where possible flexible working agreements, changes in environment, adjustments to job role and responsibilities, more frequent breaks, a working buddy, or any other appropriate measure that it is felt could be helpful.

If returning to work after a period of absence a back to work interview will be carried out, as per our 'Return to Work Policy'.

We follow all statutory guidance on the safeguarding of our workforce and as stated, if the Manager is concerned about the safety of a member of staff, we will work with the Designated Safeguarding Coordinator to ask for support from the appropriate external agencies; this is to ensure the continued safety of our workforce at all times.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager	<i>Kate O'Sullivan</i>	13.10.2025
Olive Frances Vice Chair of Trustees	<i>Olive Frances</i>	13.10.2025