



Staff wellbeing Policy

At Larkfield daycare 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.

Larkfield daycare 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 us to promote the mental and physical wellbeing of our staff.

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 manner. Legal framework, 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 Employment Relations Act 1999 Equality Act 2010 The Management of Health and Safety at Work Regulations 1999, Health and Safety Policy Induction of New Staff Policy Code of Conduct.

All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress, 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. The governing body will Ensure the effective implementation of this policy. Recognise mental health issues and seek to manage staff mental health through risk assessments, surveys and early intervention. Ensure staff roles and responsibilities are clearly defined and monitored. Ensure that all policies are assessed for workload impact. Aim to develop a sensitive performance management process that is linked to clear job specifications. Organise extra support for staff at times of increased stress, such as during Ofsted inspections. Ensure that all policies that affect staff wellbeing are properly adhered to and reviewed. Be responsible for decision making for authorising any staff absences. Plan and monitor a system of mentors/buddies to provide additional support for staff. Ensure that regular contact is maintained with members of staff who are absent for long periods. Provide information that helps

staff to manage stress effectively. Ensure new members of staff have received all the relevant information they require. This includes the procedures for raising concerns about wellbeing. All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing. All senior members of staff will attend events and training opportunities which promote wellbeing and health.

All members of staff are responsible for acting in a way that maintains a healthy work/life balance.

All members of staff will act in a way that promotes a positive, supportive atmosphere throughout the nursery.

All members of staff are responsible for reporting honestly about their wellbeing. All members of staff will, where possible, ask for help when they feel under pressure or stressed. Members of staff will not act in a manner which endangers themselves or others. All members of staff are expected to consider responsibility as to whether their behaviour is affecting the wellbeing of other colleagues.

The manager will treat all cases confidentially and will discuss with the individual how they wish the issue to be reported. As this policy demonstrates we are highly committed to the wellbeing of staff.