



Wellbeing Policy

Why is well-being important?

Well-being relates to our basic needs as human beings. These are:

- Physical needs (need to eat, drink, move and sleep)
- The need for affection, warmth and tenderness (being hugged, receiving and giving love and emotional warmth)
- The need for safety, clarity and continuity (knowing the rules, being able to predict what comes next, counting on others)
- The need for recognition and affirmation (feeling accepted and appreciated by others, being part of a group and having a sense of belonging)
- The need to feel capable (feeling that you are good at something, to experience success)

Children:

Intellectual development and social and emotional development are strongly influenced by a child's experiences during their pre-school years.

Emotional well-being includes being happy and confident and not anxious or depressed. Social well-being allows children to make good relationships.

As part of our ongoing observation, assessment and planning cycle our staff will be monitoring the children's well-being and involvement and planning activities to support the children in this area.

Early years practitioners should identify factors that may pose a risk to a child's social and emotional well-being as part of the on-going assessment of their development. This could include:

- A child being withdrawn.
- A child being unresponsive.
- Children showing signs of a behavioural problem.
- Delayed speech or poor communication and language skills.

Practitioners understand children's emotional health needs and have the time and skills to develop nurturing relationships.

Benefits to children and families

- Children who are more engaged with learning.
- Parents who are more engaged with the nursery and more in tune with their child's learning and development.
- High morale within the setting.
- Good relationships developed between staff, parents and children.
- The good emotional health of the children.

Staff:

Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the mental wellbeing of individual employees. Understanding and addressing the factors which affect people's mental wellbeing at work has a wide range of benefits, both for individuals and the pre-school. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Lavington pre-school will tackle factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.

As an employer we aim to create and promote an environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

We aim to:

- Give employees information on and increase their awareness of mental wellbeing.
- Provide opportunities for employees to look after their mental wellbeing, for example through social events.
- Offer employees flexible working arrangements that promote their mental wellbeing.
- Give all staff the opportunity to develop and fully utilise their skills.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all staff 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.
- Support staff to ensure they are treated with respect and valued by all parties including parents and carers. Taking action where necessary to protect staff.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- To create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees.

The implementation of this policy will also be supported by other health and safety policies eg. sickness absence, Smoking, Alcohol & Drugs policy, and the Anti-bullying Policy

We aim to:

- Give non-judgemental and proactive support to individual staff who experience mental health problems.
- Deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly.
- Give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.
- Ensure individuals suffering from mental health problems 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.
- Investigate the contribution of working conditions to mental ill health and remedy this where possible.
- In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

Recruitment:

We aim to:

- Show a positive and enabling attitude to employees and job applicants with mental health issues.
- 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.
- Make it clear, in any recruitment or occupational health check undertaken, that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Do not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.

Responsibilities:

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Managers have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Ensure staff are provided with meaningful developmental opportunities.

- In addition, the committee will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.
- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the occupational health service and departmental managers).

Employees have a responsibility to:

- Raise issues of concern and seek help from their managers.
- Accept opportunities for counselling when recommended.

Indicators to measure effectiveness could include:

- working hours and patterns
- accidents at work
- staff complaints
- staff sickness levels
- staff turnover
- early retirement through ill health
- exit interviews

The Lavington Pre-school Wellbeing Policy was adopted on:

Date: **Signed:**

Name: **Post:**

The Lavington Pre-school Wellbeing Policy was reviewed on:

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