

# HOLYROOD PLAYGROUP

## STAFF WELLBEING POLICY

### 1. Statement of intent

a. At our pre-school 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 .

b. Holyrood Playgroup are 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 Holyrood Playgroup to promote the mental and physical wellbeing of our staff.

c. 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.

### 2. Legal framework

a. 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
- ~ The Management of Health and Safety at Work Regulations 1999
- ~ This policy will be implemented with our other policies;
- ~Health and Safety Policy
- ~ Induction of New Staff Policy

### 3. Warning signs

- a. All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress.
- b. The Manager will arrange training to help staff manage workplace stress.
- c. 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

- d. 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

- e. 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 organisation

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

- Anger or irritability
- Anxiety
- Hypersensitivity
- feeling drained and listless
- Becoming withdrawn

#### **4.The Pre-school Committee**

a. The Pre-school Committee / Manager will

- ~ Ensure the effective implementation of this policy
- ~ Recognise mental health issues and act upon them
- ~ Ensure staff roles and responsibilities are clear and monitored
- ~ Be responsible for the wellbeing of the Manager
- ~ Organise extra staff during times of increased stress
- ~ Ensure regular contact is kept with absent staff

b. Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the following:

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

#### **5. The Manager will**

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

## **6. Committee**

**a. All Committee will act in a supportive and constructive manner when dealing with cases related to well-being**

## **7. Staff responsibilities**

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

**b. All members of staff will act in a way that promotes a positive, supportive atmosphere throughout the pre-school.**

**c. All members of staff are responsible for reporting honestly about their well-being.**

**d. All members of staff will , where possible , ask for help when they feel under pressure or stressed.**

**e. Members of staff will not act in a manner which endangers themselves or others.**

**f. All members of staff are expected to consider responsibility as to whether their behaviour is affecting the well-being of colleagues.**

**Policy Adopted.....**

**Signed.....Date.....**