**Oughtrington Preschool Staff Well-being Policy and Procedure**

***Statement of intent***

At Preschool we emphasise the importance of positive relationships, where we promote a culture of respect and value in our employees. We promote a mutually welcoming atmosphere where staff are encouraged to communicate honesty and transparently.

Preschool 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 the school to promote the mental and physical wellbeing of our staff.

All members of staff will be made aware of the warning signs, using the Stress Map. All members of staff will be vigilant for these signs in their colleagues, as well as themselves. Any issues raised will be thoroughly explored and subject to confidentiality.

***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 .

***Warning signs and Stress Map***

All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress. The Supervisor will arrange a Wellbeing meeting to help staff manage workplace stress.

***Behavioural indicators:***

* Difficulty / disturbed sleep
* Unable to settle, constantly busy
* Changes in eating habits
* Increased smoking or drinking
* Isolation from friends and family
* Lots of things on the go, but don’t finish them
* Shouting / Argumentative
* Crying / tearful
* Poor attendance at work

***Physical indicators:***

• Tiredness, Forgetful, Restless, Difficulty concentrating

• Indigestion and nausea

• Headaches

• Aching muscles, tension- neck, shoulders, abdomen

• Heart palpitations / Racing

* Hot / sweaty
* Bowel and bladder problems

***Thoughts that may indicate Stress:***

• Indecisiveness

• Difficulty concentrating

• Memory loss

• Feelings of inadequacy - I can’t cope, I need someone to help me with this…

• Low self-esteem

• Poor organisation – I must get this finished.

***Emotional and Feelings that may indicate Stress:***

• Anger or irritability, inpatient

• Anxiety

• Hypersensitivity

• Feeling drained and listless

• Becoming withdrawn and depressed.

***Management and senior staff procedures:***

Preschool managing staff will ensure the effective implementation of this policy. In doing so we will recognise mental health issues and where early intervention will be a priority.

• Ensure staff roles and responsibilities are clearly defined and monitored.

• Ensure that supervision session explores work life balance, that workload and performance is assessed in relation to staff wellbeing.

• We will measure stress, anxiety by monitoring behaviours using the indicators above, staff performance and the barriers to meeting targets in identifying those staff that would benefit from additional support.

***Responding to difficulties:***

* Provide sanctioned absence/ holidays/ career breaks.
* Regular support sessions with the designated wellbeing officer- i.e. staff deployment, curriculum and key group changes
* Back to work meeting and assessment tools
* Provide signpost and encourage professional interventions.
* Report significant concerns to senor staff and the management committee

We will promote staff wellbeing by providing the following:

* Open door policy for constructive discussion with colleagues
* Clear objectives and reduced workloads where appropriate
* Buddy systems
* Valuing emotionally literacy
* Investment in self-awareness/psychological resilience CPD for whole staff
* Clear inductions
* Discouraging tasks that are habitual but not effective, reducing unnecessary reporting and duplication of paper based task and staying late/ repeated long days
* Sharing well-being newsletters and information
* Consideration of family issues/responsibilities i.e. older parents/attending children’s events at other school
* Prioritising developing respectful relationships
* Responding to conflict in an appropriate manner
* Wellbeing box – treats and goodies
* Acknowledging staff achievements and contributions to the setting
* Plan regular social events
* Encourage a culture of Health - promoting exercise, diet and mindfulness.
* Keep in regular contact with staff that are absent from the setting

The Well-being Officer will Mrs Jemma Walsh

• Encourage all staff to attend events and training opportunities that promotes wellbeing and health.

• 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.

* Provide the member of staff with information about the support that is available to them; this includes both within the Preschool and outside sources.
* will treat all cases confidentially and will discuss with the individual how they wish the issue to be reported to the Management Committee

In some cases, such as those that involve a direct impact on day-to-day activities, confidentiality cannot be guaranteed. If this is the case, staff will be made aware of the situation.

Promoting wellbeing in the setting:

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 school.

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.

All members of staff will attend events and training opportunities which promote wellbeing and health.

All 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 and / or the children

The Supervisor is responsible for monitoring the effectiveness of wellbeing provisions in certain policies, including those relating to the following:

• Performance management

• Flexible working

• Harassment

• Capability and absence

• Job description reviews

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