Oughtrington Pre-School, Oughtrington Community Centre,Oughtrington Crescent, Lymm, Cheshire, WA13 9JD (Telephone 07808 111 278/ 757155 )

Registered Charity Number 1038655

Oughtringtonpreschool@gmail.com

***'Supporting Children to Flourish, Respecting and Nurturing their Individuality and Developing Strengths in Preparations for their Unique Learning Journey.'***

# Staff Wellbeing Policy

Statement of Intent

We value positive relationships and a culture of respect where every team member feels safe, supported and heard. We promote a welcoming atmosphere in which staff communicate honestly and kindly. We are committed to a safe, secure and supportive workplace that actively promotes mental and physical wellbeing for all staff, apprentices, students and volunteers.

Our Principles

• Kindness and dignity for everyone.• Early help: we encourage staff to ask for support before pressures build.• Proportionate, practical responses (reasonable adjustments, workload planning, supervision and training).• Confidentiality is respected and balanced with safeguarding and health & safety duties.• We monitor wellbeing through supervision and simple stress risk assessments when concerns are raised.

Roles and Named Leads

• Supervisor: Mollie Linley – overall responsibility for wellbeing culture, supervision and reasonable adjustments.• Wellbeing Officer: Jemma Walsh – point of contact for staff; promotes wellbeing resources, collates ideas and feedback, and coordinates support.• Management Committee – oversees implementation and monitors impact through anonymised feedback and reports.• All staff – care for their own wellbeing, look out for colleagues and raise concerns early.

Warning Signs and ‘Stress Map’

All staff are made aware of common signs that someone may be struggling to manage stress. If you notice these signs in yourself or a colleague, please speak to the Supervisor or Wellbeing Officer for a supportive conversation. Any issues raised are explored sensitively and, wherever possible, confidentially.

Behavioural indicators:

• Difficulty/disturbed sleep • Unable to settle; constantly busy • Changes in eating habits • Increased smoking or drinking • Isolation from friends/family • Starting many things but not finishing • Shouting/argumentative • Crying/tearful • Poor attendance

Physical indicators:

• Tiredness • Forgetful • Restless • Difficulty concentrating • Indigestion/nausea • Headaches • Muscle tension (neck/shoulders/abdomen) • Racing heart/palpitations • Hot/sweaty • Bowel/bladder problems

Thoughts that may indicate stress:

• Indecisiveness • Difficulty concentrating • Memory lapses • Feelings of inadequacy (“I can’t cope”) • Low self‑esteem • Pressure self‑talk (“I must get this finished”)

Emotions that may indicate stress:

• Anger/irritability/impatience • Anxiety • Hypersensitivity • Feeling drained/listless • Withdrawal/low mood

Management and Senior Staff – How We Support Wellbeing

• Define and monitor roles/responsibilities; clarify priorities during busy periods.• Supervision explores workload, work–life balance and wellbeing, with agreed actions and review dates.• We monitor patterns (e.g., absence, incident/accident data, stress indicators) to identify where extra support may help.• Early intervention is a priority – we adjust rotas, redistribute tasks or provide protected time where needed.

Responding to Difficulties (Support Pathway)

• Kind, confidential conversation → agree on a simple plan (what would help now?).• Reasonable adjustments (temporary or longer‑term): changes to duties, rotas, start/finish times, quiet workspace, buddying, protected planning time.• Supervision/coaching check‑ins; signpost to professional support (GP, counselling services, Education Support helpline) where appropriate.• Short authorised absence, compassionate leave or career break where justified.• Return‑to‑work conversation and a brief stress risk assessment after sickness related to stress/mental health.• If concerns persist or risk increases, the Supervisor consults the Committee and updates the plan.

Promoting Wellbeing Day‑to‑Day

• Open‑door culture for constructive conversations • Clear objectives and reduced admin where appropriate • Buddy systems • Value emotional literacy • CPD on psychological resilience/self‑awareness • Clear induction • Avoid habitual, low‑impact tasks; reduce duplication • Wellbeing newsletters/info • Consider family responsibilities (e.g., caring, school events) • Prioritise respectful relationships • Resolve conflict promptly and kindly • ‘Wellbeing box’ treats • Acknowledge achievements • Plan inclusive social events • Encourage healthy habits (movement, fresh air, nutrition, mindfulness) • Keep in regular contact with staff who are absent

How We Do This (Practical Arrangements)

• Supervision: at least termly, or more often on request; notes capture agreed actions/support.• Briefings: daily/weekly briefings keep expectations clear; staff can raise pinch points early.• Rotas and cover: a floating practitioner supports breaks and peak times to avoid persistent overruns.• Training log: wellbeing/mental‑health CPD is recorded and shared; new staff receive wellbeing induction.• Stress risk assessment: used collaboratively when concerns arise to identify triggers and controls.• Feedback: anonymous pulse surveys and a suggestions box inform improvements.• Monitoring: committee receives anonymised updates on wellbeing actions (no personal health details).

Confidentiality and Data Protection

We treat wellbeing information sensitively and store it securely in line with the Data Protection Act 2018 and UK GDPR. Information is shared on a need‑to‑know basis or where required to meet safeguarding or health & safety duties.

Everyone’s Responsibilities

All staff are expected to:• Maintain a healthy work/life balance where possible and seek support early.• Contribute to a positive, supportive atmosphere.• Be honest about their wellbeing in supervision and ask for help when under pressure.• Attend agreed training that promotes wellbeing and health.• Avoid behaviour that could endanger themselves or others; consider how behaviour affects colleagues and children.

Links to Other Policies

Health & Safety • Induction, Supervision & Appraisal • Flexible Working • Equality, Diversity & Inclusion • Capability & Absence • Disciplinary & Grievance • Safeguarding & Whistleblowing • Data Protection/Confidentiality

Legal Framework

• Health and Safety at Work etc. Act 1974• Management of Health and Safety at Work Regulations 1999• Equality Act 2010• Employment Rights Act 1996 and Employment Relations Act 1999• Data Protection Act 2018 and UK GDPR

Wellbeing Officer – Role Summary

The Wellbeing Officer (Jemma Walsh) will:• Promote wellbeing initiatives and training; share resources and signposting.• Support staff to identify stressors and agree practical adjustments.• Ensure new staff receive wellbeing information and know how to raise concerns.• Treat cases confidentially and agree how issues are reported to the Committee (noting there are limits to confidentiality where safety or operational needs apply).

Review Statement

Policy drafted 09/03/2022 • Adopted Nov 2022 • Reviewed Sept 2023Updated September 2025. Next review due September 2026, or sooner if guidance changes.

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