4.3 Staff Wellbeing Policy

 Introduction

Hadleigh Parkside Pre-School is committed to ensuring the health, emotional and physical wellbeing, and work-life balance of all staff members is maintained. At our setting not only does every child matter but we also believe every person matters. Everyone must take responsibility for their own work-life balance and be aware of the role model they are setting for others. The setting promotes a friendly, caring, family ethos where the staff all work as a team to support each other across all areas of the setting’s life. This culture is very paramount throughout the setting and the caring atmosphere is reflected through the physical environment, and our unique happy team. The policy aims to:

• Minimise the harmful effects of stress

• Provide effective support for all staff

• Help each individual achieve an appropriate work-life balance

• Take a positive and understanding approach to the management of stress in line with current good practice

• Respect confidentiality Policy Principle All staff within the setting, including the manager, will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively. Our strategies to support a balanced lifestyle will include:

• Clear identification of duties and responsibilities relating to individual staff roles, reviewed annually through performance management interviews, to aid them in the delivery of their work and managing the expectations of the job

 • Regular review, discussed at annual staff meetings, of how effectively the school is taking into account the work-life balance of all staff

• Continually looking at existing and new practices to make systems as efficient and time saving as possible

 • Working with staff to agree and provide appropriate training to enable them to do their jobs competently and effectively and within normal hours

• Involving staff in agreeing and setting realistic work-related targets for the staff and the setting

• Providing a system for and encouraging efficient and effective working practices

• Involving, encouraging and enabling staff to actively manage their own careers and personal development

• Consulting with staff on decisions relating to their employment, encouraging them to seek third party advice, e.g. to confer with their Union representatives, where appropriate

• Granting special leave, as appropriate, when staff are faced with an emergency outside work

• Providing opportunities, where possible, for flexible working practices

• Providing suitable equipment (such as tablets) to enable them to work as effectively as possible

• Supporting line managers in implementing stress risk assessments, and overseeing their training

• Supporting individuals who have been off sick with stress and advise them and their manager on a planned return to work

• Refer to occupational health if needed.

• Monitoring and reviewing the effectiveness of measures to reduce stress

* The manager, in turn, will have regard to the work-life balance of other staff. Work-life balance includes better communication within the workplace, clearer job roles and workplace support.
* All staff members are invited to air their views, ideas and feelings about all issues concerning the setting at regular staff meetings and informal gatherings.
* Hadleigh Parkside Pre-School strongly believes in an ‘Open Door’ policy for all, allowing a free flow of information and personal thoughts. There is a strong ‘no blame’ culture within the pre-school.
* Staff achievement is recognised and valued by others within the setting and other members will ensure that they are thanked during meetings or as part of the pre-school day.
* All staff members are encouraged to take on new challenges and supported in doing this by others.
* Everyone contributes to providing a happy, caring workplace where all staff members support each other in a bright learning environment.
* Induction of new staff members the management and the staff member they will be working most closely with give all new staff members on orientation.
* All staff members receive a copy of the school Staff Handbook, with most relevant areas discussed immediately.
* All new members of staff are made to feel welcome and are given as much support as they need.
* Every member of new staff is also invited to attend the relevant courses to help them develop their new role within the pre-school.
* Apprentices are assigned a mentor.
* New administration and/or secretarial staff are mentored by the Manager with support from all other staff members.
* Staff Inclusion - The opinions, feelings and ideas of all staff members are valued. Any member of the school team knows that they can offer new ideas or thoughts about established systems for discussion at staff meetings where everyone.
* The Senior Management Team meet regularly as required. Whole staff come together to discuss and make decisions about key issues such as the setting development Plan.

Staff workload: the ‘work life’ balance

The staff team at Parkside are all dedicated people who work hard throughout the day (both at pre-school and at home) to ensure the smooth running of the setting and to create the best and most effective learning and teaching environment for the children that can be provided.

* Everyone is aware of the tremendous workloads that all members of staff have and try wherever possible not to add to it.
* They also offer to help out and share tasks wherever they can when it is recognised that a particular member or members of staff are becoming swamped with work owing to factors such as the time of year it is, the absence of another member of staff or other events.
* Team-building opportunities - The setting is focusing on team-building evenings into the year to give all members of staff opportunities to bond with each other through informal events.
* Opportunities are also provided for members of staff to work as part of ‘teams’ and every effort is made for the teams work productively and to realistic timescales.
* There is a strong culture of ‘teamwork’ amongst the staff at Parkside, and the committee

strive to maintain a positive climate for the staff.

Monitoring & evaluation - The staff will be asked to regularly monitor their own work-life balance and to report any arising concerns to the management team which will feed into the managers discussions with the committee. If there are concerns regarding work-life balance, pre-school policies and procedures will be reviewed.

* Staff absences are tracked by the management team. Either the management team or committee conducts back-to-work interviews on return to ensure that staff feel fit for work.
* The Committee have a responsibility to ensure that all staff, including the manager, manage an acceptable work-life balance.
* The Committee endeavour to provide appropriate administrative and leadership support and leadership and management time for the manager.
* The management team will regularly review their own practices with consideration to staff workload.
* The Manager has a duty to monitor their own work-life balance, model good practice and report concerns to the committee.
* If a staff member feels they need further support we refer them to their GP and also Suffolk well-being website.

Appendix 1

In addition to this policy here at Parkside we have had discussions with our early advisor and wanted to highlight the affects and how we intend to work with all employee’s around their health. Currently we are all women working in the setting it is ever more important to take consideration of the many transitions/changes in a woman’s health.

Stages to consider:

* Menstrual health
* Gynaecological conditions
* Cervical screenings
* Gynaecological cancers
* Contraception, pregnancy, fertility, pregnancy loss, abortion care and post-natal support.
* Early menopause and perimenopause
* menopause and perimenopause
* breast cancer screening
* well-being and lifestyles eg, healthy weight, exercise and smoking
* mental health
* long term conditions
* health impacts of violence against women and girls
* Osteoporosis and bone health
* Dementia and Alzheimer’s

We want women in our setting to feel and be:

* Confident and comfortable in talking about health and that taboos are broken down in open conversations.
* To feel supported
* Provide information and helplines

**Our aim:**

* Consider flexible working that meets the needs of both the individual’s needs and us as the employer.
* Ensure we can provide support for the specific health concern or conditions.
* Seek training for line managers, acknowledging all people who are affected by the menopause in different ways and where to signpost them further help. ( i.e, OT or GP)
* Importance of awareness-raising and to combat bias
* Returner programme of performance reviews and additional meetings/support

Guidance:

https://www.wellbeingnands.co.uk/suffolk/

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| This policy was adopted by |  | *(name of provider)* |
| On | January 2024 | *(date)* |
| Date to be reviewed | January 2025 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Chloe Bambridge  |
| Role of signatory (e.g. chair, director or owner) | Manager |