



Hyde Heath Pre-school

Have fun and learn!

Registered Charity Number 1020591

Hyde Heath Infant School, Weedon Hill, Hyde Heath, Amersham, Bucks, HP6 5RW

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08.4 Staff Well-being

Policy statement

Hyde Heath Pre-School places a high priority on maintaining the well-being of all employees. We recognise that people are our most precious resource and have put together this policy to ensure that employee well-being is regularly monitored and reviewed.

Hyde Heath Pre-School as employer has a duty to ensure the health, safety, and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental well-being, which includes work-related stress. This duty extends only to those factors which are work-related and within the Pre-School's control.

Hyde Heath Pre-School acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a moral and legal duty for taking steps to promote employee well-being as far as reasonably practicable. Hyde Heath Pre-School are committed to fostering a culture of cooperation, trust and mutual respect, where all individuals are treated with dignity, and can work at their optimum level. Hyde Heath Pre-School recognise that work-related stress has a negative impact on employees' well-being, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

The Staff Well-being policy sets out how the Pre-School will promote the well-being of employees by:

Creating a working environment where potential triggers of work-related stress are avoided, minimised, or mitigated, as far as practicable, through good management practices, effective Human Resources, and staff development.

- Increasing awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Developing the competence of Employers so that they manage staff effectively and fairly.
- Engaging with staff to create constructive and effective working partnerships.
- Establishing working arrangements whereby employees feel they are able to maintain an appropriate work life balance.

- Encouraging staff to take responsibility for their own health and well-being through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress.

Procedures

Hyde Heath Pre-School will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the Pre-School. Champion good management practices and the establishment of a work ethos within the Pre-School which discourages assumptions about long term commitment to working hours of a kind likely to cause stress and which enables employees to maintain a reasonable “work life balance”.
- Promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes in the organisation, to management structures and working arrangements.
- Encourage staff to be fully involved in the decisions of the Pre-school through staff meetings, supervisions, appraisals and one to one meetings in which staff can talk freely about any issues which impact on their ability to carry out their jobs.
- Encourage initiatives and events that promote health and well-being.
- Treat individuals reporting to them with consideration and dignity and will promote a culture of mutual respect. They will not permit unacceptable behaviour and will take decisive action when issues are brought to their attention.
- Employers to attend training as appropriate in order to increase their awareness of the causes and effects of work-related stress.
- Encourage their staff to participate in events and initiatives undertaken by the Pre-School to promote well-being and more effective working.
- Take action in the interests of all their colleagues where performance by a member of staff may cause stress to their colleagues.
- Ensure there are arrangements in place to support individuals experiencing stress.
- Capability and return to work procedures are in place to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability.

Employees will:

- Treat colleagues and all other persons with whom they interact during their work with consideration, respect, and dignity.
- Co-operate with the Pre-School’s efforts to implement the Well-being policy, attending training and raise their own awareness of the causes and effects of stress on health.

- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being.
- Take responsibility for their own health and well-being by adopting healthy lifestyles.
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress.
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.

Legal framework

- Care Act 2014
- The Workplace (Health, Safety and Welfare) Regulations 1992
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Further guidance

- Wellbeing of Health – Department of Health and Social Care
- Welfare at Work – HSE
- Mind UK
- NHS England