



Registered Charity No: 1128799

Hollies Pre-school

Mental Health and Wellbeing Policy

Last reviewed February 2023
To be reviewed February 2027
(or sooner if required)

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1. Statement of Intent

The aim of this policy is to describe the Hollies Preschool's commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how the organisation fulfils its legal obligations and supports staff to maintain good health and wellbeing. The organisation recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

2. Hollies Preschool commitment

The Hollies Preschool has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

The Hollies Pre-school will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into appropriate training for those staff in a management role and ensuring all staff have regular supervisions to check in with the manager/supervisor.

3. Responsibilities

• Organisation

The Hollies Pre-school has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Hollies Preschool will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

• Manager

The manager will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. The manager must familiarise themselves with the Health and Safety Executive's stress management standards and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and supervisors to be able to do their job. Managers must also familiarise themselves with the organisation's policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.

In particular, the manager must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited into the correct role.
 - keeping employees in the team up to date with developments at work and how these might affect their job and workload.
 - ensuring that employees know who to approach with problems concerning their role and how to pursue issues with the manager or committee.
 - Reassuring staff that any concerns will be taken seriously and management will listen to them and strive to support them.
 - making sure jobs are designed fairly.
- **Employees**

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with the manager/supervisors is treated in confidence.

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their supervisor. This can then be shared with the manager and consideration given so that the member of staff can be sufficiently supported.

4. Training and communications

Managers/supervisors and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to support them in their role.

Managers and employees are encouraged to participate in communication/feedback exercises, such as staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings and electronic communications. The Hollies Preschool will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

5. Relationship with other policies

This employee wellbeing policy should be read in conjunction with other policies and procedures covering attendance and health.

The manager must ensure that personal data, including information about individuals' health, is handled in accordance with the organisation's Secure Storage, Handling, Use, Retention & Disposal of disclosure information policy.