

# Woodentops Preschool

## Staff Wellbeing Policy

### 1. Statement of Intent

- a. At preschool we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst the Team so that all staff are made to feel welcome and included as a whole.
- b. Woodentops 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 Woodentops to promote the mental and physical wellbeing of our staff.
- c. All members of staff will be made aware of the warning signs that can indicate whether a person is having trouble managing stress. All members of staff will be vigilant for these signs in their colleagues and as well themselves. Any issues will be thoroughly investigated in a professional, courteous and confidential manner.

### 2. Warning Signs.

- a. All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress.
- b. The managers will arrange training to help staff manage workplace stress.
- c. Some of the behavioural indicators that are caused by stress include, but are not limited to, the following:
  - Difficulty sleeping
  - Changes in eating habits
  - Increased smoking or drinking
  - Isolation from friends and family
  - Poor attendance at work.
- d. Some of the physical indicators caused by stress include, but are not limited to, the following.
  - Tiredness
  - Indigestion and nausea
  - Headaches
  - Aching muscles
  - Heart palpitations.
- e. Some of the mental indicators caused by stress include, but are not limited to, the following:
  - Indecisiveness
  - Difficulty concentrating
  - Memory loss
  - Feelings of inadequacy
  - Low esteem
  - Poor organisation
- f. Some of the emotional indicators caused by stress include, but are not limited to, the following.
  - Anger or irritability
  - Anxiety
  - Hypersensitivity
  - Feeling drained and listless
  - Becoming withdrawn.

### 3. **The Well-being Facilitator--- Danielle Spence.**

#### a. The Well-Being facilitator will:

- Encourage all staff to attend events and training opportunities that promote wellbeing and health.
- Provide information that helps staff to manage stress effectively.
- Ensure new members of staff have received the relevant information they require. This includes the procedures for raising concerns about wellbeing.

### 4. **Senior Management.**

- a. All senior management will act in a supportive and constructive manner when dealing with cases related to wellbeing.
- b. All senior members of staff will attend events and training opportunities which promote wellbeing and health.

### 5. **Staff Responsibilities.**

- a. It is the responsibility of all staff to ensure that they read the Code of Practice.
- b. All members of staff are responsible for acting in a way that maintains a healthy work/life balance.
- c. All members of staff will act in a way that promotes a positive atmosphere throughout the setting.
- d. All members of staff are responsible for honestly reporting about their wellbeing.
- e. All members of staff will, where possible, ask for help when they are under pressure or stressed.
- f. All members of staff will attend events and training opportunities which promote wellbeing and health.
- g. Members of staff will not act in a manner which endangers themselves or others.
- h. All members of staff are expected to consider responsibility as to whether their behaviour is affecting the wellbeing of other colleagues.

### 6. **Reporting Procedures**

- a. An experienced member of staff designated as Wellbeing Officer  
Danielle Spence
- b. If any member of staff wishes to raise a concern about wellbeing, they are urged to discuss with a trusted peer to try and resolve. If a solution cannot be found the member of staff should seek advice from Wellbeing officer.
- c. The Wellbeing officer will provide the member of staff with information about the support that is available to them; this includes both within the preschool and outside sources.

- d. The Wellbeing officer will treat all cases confidentially and will discuss with the individual how they wish the issue to be reported to the managers.
  - e. 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.
  - f. The Wellbeing officer will explore the issue and report this to the managers.
  - g. The managers will decide whether any further action will be taken.
7. As this policy demonstrates we are highly committed to the wellbeing of staff and this demonstrated in some of the practical things that are put into place including
- Valuing emotional literacy
  - Investment in self-awareness/psychological CPD for whole staff
  - Coaching for staff
  - Buddy system for new members of staff
  - Clear induction
  - Open door approach to provide feedback for improvement.
  - Staff socials
  - Broad and meaningful consultation i.e. Staff deployment, curriculum changes
  - Promoting healthy lifestyles/sharing of good habits
  - Discouraging tasks that habitual but not effective
  - Reducing unnecessary reporting and duplication of paper-based tasks.
  - Consideration of family issues/responsibilities i.e. older parents/attending children's events at other school.
  - Responding to conflict in an appropriate manager
  - Supporting with challenging behaviour from children and families
  - Creating a physical environment that is clutter free and attractive to work in.
  - Prioritising developing respectful relationships.

<b>This policy was adopted on</b>	
<b>Policy reviewed</b>	<b>October 2024</b>
<b>Date for review</b>	<b>October 2025</b>

Where to get information and support

For support on specific mental health needs;

Anxiety UK [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk) OCD UK [www.ocduk.org](http://www.ocduk.org)

Depression Alliance [www.depressionalliance.org](http://www.depressionalliance.org)

Eating Disorders [www.b-eat.co.uk](http://www.b-eat.co.uk) and [www.inourhands.com](http://www.inourhands.com)

National Self-Harm Network [www.nshn.co.uk](http://www.nshn.co.uk) [www.selfharm.co.uk](http://www.selfharm.co.uk)

Suicidal thoughts prevention of young suicide UK PAPYRUS: [www.papyrus-uk.org](http://www.papyrus-uk.org)

Autism [www.autism.org.uk/about/behaviour/anxiety.aspx](http://www.autism.org.uk/about/behaviour/anxiety.aspx)

Bullying [www.antibullyingalliance.co.uk](http://www.antibullyingalliance.co.uk)

Menopause [www.nhs.uk](http://www.nhs.uk) Menopause charity [www.themenopausecharity.org](http://www.themenopausecharity.org)

Samaritans [www.samaritans.org](http://www.samaritans.org)

For general information and support

[www.youngminds.org.uk](http://www.youngminds.org.uk) champions young people's mental health and wellbeing.

[www.mind.org.uk](http://www.mind.org.uk) advice and support on mental health problems

[www.minded.org.uk](http://www.minded.org.uk) (e-learning)

[www.time-to-change.org.uk](http://www.time-to-change.org.uk) tackles the stigma of mental health.

[www.rethink.org](http://www.rethink.org) challenges attitudes towards mental health.

[www.crisitextline.uk](http://www.crisitextline.uk) provides free, confidential support 24/7 for anyone at crisis, anytime, anywhere.

[www.childline.org.uk](http://www.childline.org.uk) provides confidential helpline for any child with a problem.

[www.themix.org.uk](http://www.themix.org.uk) helps to find young people the best help, whatever the problem

Appendix 2 Where to get information and support.

