**Wellbeing of Staff Policy**

**What is Wellbeing?**

* Wellbeing is when you feel good and enjoy your day to day life
* The things that we do and the way that we think affects our wellbeing

Martlesham Preschool has a duty to ensure the health, safety and welfare of its employees as far as reasonably possible. In doing so it is important to have in place measures to minimise factors that could harm employees’ physical and mental well-being, which includes work-related stress The management team 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.

**We will promote the well-being of employees by:**

• Creating a working environment where potential work-related stressors are avoided, minimised or mitigated through good management & practices, and staff development. • Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.

• Engaging with staff to create constructive and effective working partnerships within Pre-school.

• 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 initiatives. Such as ***Suffolk’s 5 steps to wellbeing.***

**In order to implement the Staff Well-being policy, the Management Team will:**

• Support steps taken to develop a culture of cooperation, trust and mutual respect within the Preschool. Ensuring that there is good communication within the team and there are opportunities for individuals to raise concerns about their work, and ensure that staff are consulted, informed and supported in changes in the organisation, to management structures and working arrangements.

• Encourage and make staff aware of initiatives and events that promote health and well-being, though regular supervisions.

We actively speak about initiatives such as Suffolk’s 5 steps to Wellbeing

1. **Connect** - with your friends, family, neighbours and people at work. Have a conversation, pass the time of day, make time for that chat
2. **Be Active** - find a physical activity that you enjoy, go for a walk, try gardening
3. **Take Notice** - take the time to look at the day, the changing seasons. Savour the moment
4. **Keep Learning** - try something new whether it’s making a new recipe, fixing the bike or even signing up for a course
5. **Give** - smile, do something nice for a friend or neighbour, make some time for others

• Treat individuals reporting to them with consideration and dignity, and will promote a culture of mutual respect.

• Ensure there are arrangements in place to support problems with employee performance, such as regular supervisions. If the manager feels the need she may speak with the wellbeing officer who can sign post or offer additional support.

• Ensure opportunities for training and Development so that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.

**Employees will:**

• Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity.

• Cooperate with the Preschool’s efforts to implement the Well-being policy.

• Raise concerns with the manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being. Raise concerns directly to the wellbeing officer if they wish.

• Take responsibility for their own health and well-being by adopting healthy lifestyles.

• Take responsibility for their own self-reflection and development skills as one of the means to enable them to work effectively in their team and so reduce the risk of stress. Also take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.

**Wellbeing Websites:**

Mental Wellbeing Self-assessment

www.nhs.uk/Tools/Pages/Wellbeing-self-assessment.aspx Five Ways to Mental Wellbeing

www.nhs.uk/Livewell/mental-wellbeing/Pages/five-ways-mental-wellbeing.aspx Mental Wellbeing

www.nhs.uk/LiveWell/mental-wellbeing/Pages/mental-wellbeing.aspx Suffolk Wellbeing website www.wellbeingnands.co.uk

*This policy is reviewed annually by Martlesham Preschool Committee*