



Staff Well-being Policy

This policy represents the agreed principles for Staff Well-being throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for as well as our Equality of Opportunity policy, Staff code of conduct, Behaviour policy, Safeguarding policy, Drink and Drugs policy and Health and safety policy.

Introduction

At Jack in the Box, we recognise the statutory responsibilities related to employment and ensure all staff are treated fairly and professionally at all times, we take very seriously our duty of care as employers.

At Jack in the Box the day-to-day management of staff is delegated to individual setting managers.

Jack in the Box is committed to promoting positive mental, physical, and emotional wellbeing and will provide suitable support for all members of staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale, and productivity, which may disrupt or compromise the children's progress.

Statement of intent

At Jack in the Box, we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst staff so that all staff are made to feel welcome and included as a whole staff team. Jack in the Box 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 to promote the mental and physical wellbeing of all our staff. 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, as well as themselves. Any issues raised will be thoroughly investigated in a professional, courteous, and confidential manner.

Legal framework

This policy has due regard to relevant legislation, including but not limited to, the following:

- Health and Safety at Work etc. Act 1974

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- Employment Rights Act 1996
- Employment Relations Act 1999
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999

Warning signs

All members of staff will be aware of the warning signs that can indicate that a person may be having trouble managing stress.

Managers/ directors will arrange training to help staff manage workplace stress.

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

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

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 self-esteem
- Poor organisation

Some of emotional indicators caused by stress include, but are not limited to, the following:

- Anger or irritability.
- Anxiety
- Hypersensitivity
- Feeling drained and listless
- Becoming withdrawn

Managers and directors will

- Provide a working environment which enables staff to work where wellbeing is supported and one that enables staff to perform their duties effectively.
- Ensure the effective implementation of this policy.
- Recognise mental health issues and seek to manage staff's mental health through risk assessments, surveys, and early intervention, such as having a chat.
- Ensure staff roles and responsibilities are clearly defined and monitored.
- Ensure that all our policies are assessed for workload impact.
- Create a positive and supportive atmosphere throughout the nursery and be responsible for communicating this ethos.
- Be responsible for implementing CPD which equips staff with the tools to effectively manage stress.
- Aim to develop a sensitive performance management and supervision process that is linked to a clear job description.
- Aim to consider all staff in the nurseries decision making process.
- Organise extra support for staff at times of increased stress, such as during Ofsted inspections.
- Ensure that all policies that affect staff wellbeing are properly adhered to and reviewed.

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- Be responsible for decision making for authorising any staff absences, as well as granting extended leave.
- Plan and monitor a system of mentors/buddies to provide additional support for staff.
- Ensure that regular contact is maintained with members of staff who are absent for long periods.
- Report any significant issues about wellbeing to Jenny or Zoe whilst respecting confidentiality.

Gather information in any cases that allow monitoring of this policy, such as, but not limited to, the following:

- Sickness and absence data
- Staff turnover
- Referrals to counselling services
- Referrals to other mental health services
- Grievance cases
- Harassment cases
- Encouraging 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 all the relevant information they require. This includes the procedures for raising concerns about wellbeing.

Managers/ directors responsibilities

Jenny and Zoe alongside individual managers will act in a supportive and constructive manner when dealing with cases related to wellbeing.

Develop an open culture in which mental, physical, and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.

Ensure that all staff are aware of the policy through regular promotion of the policy.

Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.

Act early and provide consistent support.

Promote a healthy workplace and practices that ensure that members of staff can develop a healthy mind.

Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required. This may include support for pregnant women and those with caring responsibilities.

The menopause and perimenopausal

It is important to recognise that the menopause is an occupational health issue for women educators.

Women who may be perimenopausal should be able to:

- Work through the menopause in an environment that is supportive.
- Control room temperature within the nursery environment.
- Access toilet facilities during the day as and when needed.
- Expect understanding from managers and colleagues regarding any condition that may require reasonable adjustments.
- Work in an environment where reasonable adjustments are made to achieve a comfortable working environment for all.

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Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work and a return-to-work form is completed for any absences.

Conduct a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

Staff responsibilities

Jenny and Zoe alongside managers are responsible for monitoring the effectiveness of wellbeing provisions in certain policies, including those relating to the following:

- Performance management, supervisions, and appraisals
- Harassment
- Capability and absence
- Job description reviews

All members of staff are responsible for acting in a way that maintains a healthy work/life balance and are encouraged to accept responsibility for their own mental, physical, and emotional wellbeing.

- All members of staff will act in a way that promotes a positive, supportive atmosphere throughout the nursery.
- All members of staff are responsible for reporting honestly about their wellbeing.
- All members of staff will, where possible, ask for help when they feel under pressure or stressed.
- All members of staff will attend events and training opportunities which promote wellbeing and health.
- Members of staff will not act in a manner which endangers themselves or others.
- All members of staff are expected to consider responsibility as to whether their behaviour is affecting the wellbeing of other colleagues.

Reporting procedures

If any member of staff wishes to raise a concern about wellbeing, they are urged to discuss this with their manager to try and resolve. If a solution cannot be found the member of staff should seek advice from Jenny or Zoe who will provide the member of staff with information about the support that is available to them. Jenny/ Zoe and managers will treat all cases with confidentiality and will discuss with the individual how they wish the issue to be reported. 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. Managers will explore the issue and report this to Jenny or Zoe. Jenny or Zoe will decide whether any further action will be taken regarding the member of staff's well-being.

As this policy demonstrates we are highly committed to the wellbeing of staff, and this is demonstrated in some of the practical things that are put into place including.

- valuing emotionally literacy
- coaching for key staff if necessary
- buddy system for new members of staff
- clear induction
- open door approach to provide feedback for improvement
- staff socials
- broad and meaningful consultations i.e., staff deployment, curriculum changes, changes within the setting
- promoting healthy lifestyles/sharing of good habits
- discouraging tasks that are habitual but not effective
- reducing unnecessary reporting and duplication of paper-based task
- discouraging staying late
- reducing number of emails and weekend work

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- consideration of family issues/responsibilities i.e., older parents/attending children's events at school
- responding to conflict in an appropriate manner
- 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

Staff well -being Risk assessment.

Follow the link for guidance on staff well -being risk assessment.

[HSENI - individual risk assessment template.pdf \(ucu.org.uk\)](https://www.hseni.org.uk/resources/individual-risk-assessment-template.pdf)