



## *Holland Park Pre-Prep & Nursery*

### **Mental Health and Wellbeing Policy**

At Holland Park Pre-Prep we strive to be a happy workplace for our staff. We aim to be a place of work where staff feel listened to and supported. We work with staff to ensure that their health and wellbeing is valued, and we provide the available resources to provide help and assistance when needed. We aim to develop a culture that is open and supportive of people experiencing stress or other forms of mental ill health, in which staff feel listened to and supported. To enable this the Management Team will take the appropriate steps to develop a culture of co-operation, trust and mutual respect. HPPN is committed to communicating effectively with staff and ensuring that there are procedures in place to ensure that staff members' health and wellbeing is valued. At HPPN we have introduced the HPPN: Be Kind To Yourself program which outlines the support available to teachers in the setting.

The Department of Education "Wellbeing Why it matters to health policy" states that health is the top thing people say matters to their wellbeing. The Department of Education defines wellbeing as: *"wellbeing is about feeling good and functioning well and comprises an individual's experience of their life; and a comparison of life circumstances with social norms and values"*

This policy recognises that there are many sources of work-related stress and that stress can result from the actions or behaviours of managers, employees or students.

At HPPN we are continuously reviewing how we can ensure that we support the wellbeing of our staff members. This has included achieving the accreditation of the Healthy Workplace Charter and making a Pledge in Time to Change. At HPPN we have developed our own Mental health package; HPPN: BE KIND TO YOURSELF. This outlines the support HPPN provides the staff team.

The Health and Safety Executive have produced several **Management Standards** which cover the primary sources of stress at work that, if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. These are:

- **Demands** - i.e. workload, work patterns and the work environment.
- **Control** - i.e. how much say the person has in the way they do their work.
- **Support** - i.e. the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **Relationships** - i.e. promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **Role** - such as whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.



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- **Change** – such as how organisational change (large or small) is managed and communicated within the organisation.

At HPPN we offer support in the following ways:

- We ask staff before they start if they have suffered from depression or anxiety in the past so that we can assess the person and if necessary, put a care plan in place should they encounter any difficulties whilst at work.
- We have a thorough induction with all new staff and give staff the opportunity to talk about any health or wellbeing concerns. We also use the induction to share with the staff information about aspects of their job.
- Weekly meetings are held between all new members of staff and the manager in the first month to ‘check in’ with how they are getting on in their new role.
- The Manager will carry out one to one supervision with the staff every 6 weeks. Within the supervision process there is a section which includes staff wellbeing, home life balance etc.
- We inform staff that the Management Team has an open-door policy to support staff in feeling comfortable in seeking help/ advice if they are struggling.
- We provide information for staff to read about mental health.
- We display posters with information about where people can turn to for support.
- We promote world mental health day and mental health awareness weeks.

### **Arrangements for wellbeing and stress prevention through good management practices.**

These include the following:

- Recruitment and selection procedures.
- Clear job descriptions and person specifications to ensure that the ‘right’ person is recruited for the job.
- Training and Development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.
- Promotion and reward incentives.
- Managing performance procedures.
- Capability and absence management and return to work procedures to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability.
- Harassment and anti-bullying procedures.
- Procedures for communicating with employees on the work of the nursery and issues affecting their work.



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- Return to work interviews and special considerations/ arrangements to be made where necessary.
- Risk assessments and care plans to be implemented where necessary.
- Flexible working arrangements, and contact days with staff on maternity leave.
- The arrangements will be updated as required and when deemed necessary by the findings of stress risk assessments.
- Conduct regular staff surveys to monitor stress levels and gather feedback from the staff.

### **Managers and supervisors will:**

- Have a thorough induction with all new staff. At inductions we:
  - Give staff the opportunity to talk about any health or wellbeing concerns.
  - Share information about different aspects of the job of the new member of staff.
  - Inform staff that we have an open-door policy and that they can seek support from the management team at any point.
  - Meet with the staff weekly for the first month of employment to 'check in' with how they are getting on in their new role and to ensure that any concerns are dealt with quickly and effectively.
- Have regular supervisions with members of their team to provide staff members with the opportunity to talk about different aspects of their job and to raise concerns about their work.
- Ensure that the staff 'code of conduct' is always adhered to.
- Ensure that any issues that arise are dealt with effectively seeking advice from more senior management or the health and safety officer where needed.
- Attend training as appropriate in order to increase their awareness of the causes and effects of work-related stress.
- Co-operate with the health and safety lead to ensure that risk assessments are undertaken for roles or working practices that may give rise to work-related stress.
- Encourage their staff to participate in events and initiatives undertaken by the nursery to promote wellbeing and more effective working.
- Act in the interests of all their colleagues where performance by a member of staff may cause stress to their colleagues.

### **Staff are expected to:**

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity.
- Co-operate with the nursery's efforts to implement the Wellbeing policy.
- Raise concerns with their line manager if they feel that there are work issues that are causing them stress and having a negative impact on their wellbeing.
- Take responsibility for their own health and wellbeing by adopting healthy lifestyles.



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

#### **We encourage staff to look after themselves and stay healthy by:**

- Promoting health incentives such as One You challenge.
- Advertising local low-cost activities for keeping active.
- Providing free fruit in the staff room.
- Promoting healthy eating through providing nutritious home cooked meals at lunch and supper.
- Encouraging staff to go for walks or a run on their lunch breaks.
- Facilitating fortnightly yoga lessons with a trained yoga teacher.
- Explore with the team physical activities that they would like to engage in as a team.
- Promoting incentives that encourage staff to develop an awareness about alcohol and who to contact if they are worried that they are drinking too much.

If staff feel that they cannot communicate their mental health and wellbeing concerns to their line manager or a colleague who they feel comfortable in talking to, then they should seek help from a professional. There is a list of contacts available in the nursery staff room, or staff should be directed to the following webpage: <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>

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Reviewed by: Danny Webb

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