**Staff Health & Wellbeing Policy**

Here at Juice Nursery we recognise that the success of our business greatly relies on the motivation, loyalty, innovation and productivity of our staff. Therefore, promoting and protecting the wellbeing of our staff is a priority to the management team. We believe that we have a duty of care towards our staff, requiring us to manage and safeguard their physical and psychological wellbeing.

Many factors in the workplace will influence the wellbeing of individual employees, which may have an impact on the nursery as a whole. Understanding and addressing these factors will have a wide range of benefits, both for the individual and the nursery.

Wellbeing in the workplace is relevant to all employees and everyone can contribute to improved wellbeing at work. Addressing workplace wellbeing can help strengthen the positive, protective factors of employment, reduce the risk factors for mental ill health and improve general health.

We aim to provide a working environment and apply management practices and procedures that will promote the wellbeing of our staff, in the following ways:

* Providing a work environment where staff can work comfortably, safely and securely with minimal risk, in line with our Health & Safety General Policy;
* Ensuring that our policy and procedures, which provide the framework for, and measurement of staff health and wellbeing are regularly reviewed, updated and cascaded to all staff;
* Ensuring that our management team are:
  + Approachable and leading by example, by adopting healthier working habits, working sensible hours, taken lunch breaks, annual leave etc;
  + Equipped to understand the work demands being placed upon their staff and that these demands are not excessive and unreasonable eg monitoring workloads to ensure jobs are realistic and manageable, as well as staff working hours, overtime and holidays;
  + Increasing awareness and understanding throughout the nursery of how to promote wellbeing at work and the avoidance of absence eg sharing key policies, appointing a Staff Wellbeing Champion;
  + Familiar with the impact of bullying and harassment, ensuring that employees are aware that this is not tolerated in the workplace;
* Taking care of staff by:
  + Treating them as an individual, with respect, praising good work, offering support if there are skills gaps, trying to use a coaching style of management;
  + Making them aware of their role in the bigger picture and how their contribution fits into the organisation’s vision and aims;
  + Encouraging them to take a responsible approach to health and wellbeing issues, including adopting a robust self-management approach to their own health;
  + Ensuring that they understand the work demands being placed upon them and are equipped to meet these demands, through our Buddy and Mentor Schemes, training and ongoing development opportunities;
  + Ensuring that they receive appropriate training and resources to carry out their duties;
  + Ensuring that they are consulted over aspects of their employment that may cause stress or impact on their health and well being, when changes affecting them are planned;
  + Providing them with advice and support to work in a healthy manner with due regard to their personal wellbeing and ability to maintain a good work/life balance;
  + Regularly reviewing staff’s perception of their wellbeing, seeking to identify potential circumstances that may affect the wellbeing of staff and conduct risk assessments are appropriate
  + Recording and monitoring absences for data analysis, as per our Attendance Management Policy & Procedure

There is an ethos and an expectation that staff will work hard however, there is also recognition that the nursery will support and reward them for this.

Some of the ways in which we support the wellbeing of staff may include:

* Open door policy, staff are encouraged to share ideas, speak out and communicate with one another to overcome any issues;
* Regular room meetings & e-newsletters to keep staff up to date on nursery matters
* Allocating new or inexperienced staff with a Mentor, to help support and provide advice for them on a day to day basis;
* New members of staff going through a detailed and ‘hand’s on’ induction process, much of which is completed ‘on the job’, within the room, so that they feel supported and have the time to become familiar with their working environment and expectations of their role;
* Providing staff with regular small perks, such as coffee, tea and snacks, personal hygiene items in the staff toilets;
* Providing food for staff at parent’s evenings and training events;
* Rewarding staff for their hard work and dedicated to the nursery through a range of bonuses including Long Service Bonuses (at 5, 7 an 10 years);
* Attendance Bonus, Annual Performance Related Bonus, Staff Member of the Month, Good Ideas Rewards and other ad hoc rewards such as vouchers for pizzas, champagne on staff’s birthdays;
* Annual (anonymous) staff survey carried out, in order to collate information from all staff, which will inform future strategies on a number of areas of nursery life, including health and wellbeing;
* Organising staff events and get night’s out etc outside of working hours, to encourage team bonding, open communication as well as simply to have fun.

We recognise that for some work is the most stressful factor in a person’s life, however they may not always feel able to ask for help. It is therefore important to us that we know the people on our team, so that we may pick up on any changes in them, which might indicate that they need additional support or help.

Assumptions should never be made but the following may provide important indicators:

* Changes in behavior, mood or how they interact with colleagues
* Changes in their work output, motivation and focus
* Struggling to make decisions, get organized or find solutions to problems
* Appearing tired, anxious or withdrawn and losing interest in activities that they previously enjoyed
* Changes in eating habits, appetite and increased smoking and drinking

How to have a conversation with an individual about their mental health and wellbeing

* An appropriate member of the management team should have a conversation with them in an appropriate place and at an appropriate time, so that they feel comfortable and equal
* Encourage them to talk – simple, open ended and non judgemental questions should be asked
* Never make any assumptions
* Listen and respond flexibly to what they say, adapting any support to sure the individual
* Be honest and clear – any areas of concern eg high absence levels or impaired performace should be addressed at an early stage
* Ensure confidentiality
* Develop an action plan which identified the signs of their problem, triggers for stress, who to contact in a crisis and what support they need
* Encourage staff to seek advice and support from their GP
* Seek advice and support yourself
* Provide reassurance – the door is always open

How to support a member of staff experiencing a health or wellbeing problem

* Be positive – focus on what can be done rather than what can’t
* Work together and involve people in finding solutions as much as possible
* Develop an action plan to cover
  + Symptoms, early warning signs, triggers
  + Potential impact of staff member’s health and wellbeing on their performance
  + What they need from their line manager
  + Positive steps for the individual to take
* Consider whether any work place adjustments are needed to help improve wellbeing eg flexible hours or change to start/finish time, changes to break times, gradual return to work following a period of absence, reallocation of role or responsibilities, additional training and support, increased supervision, mediation to facilitate difficulties between colleagues