



WORKPLACE EMOTIONAL HEALTH AND WELL-BEING POLICY

Intent

Horspath Nursery is committed to ensuring the health, safety and welfare of all employees. We are committed to promoting positive emotional health and well-being, ensuring that colleagues are provided with a professional and supportive environment, using a multifaceted approach.

This policy sets out Horspath Nursery's commitment and practices with regards to emotional health and well-being. This policy takes into account the requirements of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, the Equality Act 2010 and the Health and Safety Executive (HSE) Stress Management Standards and as such is brought to the attention of all employees.

The World Health Organisation defines mental health and wellbeing as follows:

"Mental health is not just the absence of mental disorder. It is defined as a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to her or his community."

Healthyplace.com defines emotional health as: vital to living a life of wholeness, balance, and contentment. Simply put, an emotional health definition is one that includes resilience - getting up when life knocks you down. Rather than living a problem-free life (quite impossible if you're a human being), emotional health means that one can bounce back from setbacks and thrive despite problems.

Horspath Nursery sets out the following intent:

We will....

- Positively promote and safeguard the emotional health and wellbeing of all staff
- Promote an open and caring workplace culture based on trust, support and mutual respect
- Take steps to prevent stress by ensuring workloads are manageable and all staff have an opportunity to discuss their workload regularly



- Use staff surveys and wellbeing risk assessments to measure stress in the workplace
- Encourage all staff to talk honestly and openly about their emotional health and wellbeing
- Ensure a culture of support, whereby all staff feel able to discuss any difficulties they may be facing, without fear of reprisal or discrimination
- Provide a supportive working environment, encouraging positive emotional health amongst all staff by valuing work life balance and respecting the needs of all staff
- Ensure that senior managers are trained to support and respond to concerns or disclosures and provide support for all employees suffering from emotional health or wellbeing challenges
- Reduce the stigma around emotional ill-health
- Provide staff with information and guidance to encourage positive emotional health and wellbeing
- Actively challenge bullying, harassment, discrimination and victimisation
- Ensure support and guidance for senior managers in managing their own emotional health and well-being.

Implementation

This policy applies to all members of Horspath Nursery's staff team and all employees are responsible for ensuring they fully understand the policy. The senior management team are responsible for the implementation of this policy. Horspath Nursery recognise that issues with emotional health and wellbeing can affect anyone, at any time. We acknowledge that the early years sector is emotionally demanding and anyone, in any role can be affected by stress and emotional ill health. Therefore, this policy applies to all members of the team, regardless of role or position in the company. Senior leaders are responsible for ensuring this policy is fully embedded and that any resources required to fulfil this policy are readily available.

The Management of Health and Safety at Work Regulations 1999 highlight a duty to assess risk, apply principles of prevention, ensure employee's capability to undertake work tasks and provide suitable training.

The Health and Safety at Work Act 1974 states; It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees. This includes taking steps to make sure they do not suffer stress related illness as a result of their work.



The Management Standards cover six key areas around the primary sources of stress at work:

- [Demands](#) – this includes issues such as workload, work patterns and the work environment
- [Control](#) – how much say the person has in the way they do their work
- [Support](#) – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- [Relationships](#) – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
- [Role](#) – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- [Change](#) – how organisational change (large or small) is managed and communicated in the organisation

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Equality Act provisions are:

- The basic framework of protection against direct and indirect discrimination, harassment and victimisation in services and public functions, premises, work, education, associations and transport
- Changing the definition of gender reassignment, by removing the requirement for medical supervision
- Providing protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic
- Clearer protection for breastfeeding mothers
- Applying a uniform definition of indirect discrimination to all protected characteristics
- Harmonising provisions allowing voluntary positive action

Horspath Nursery uses a range of implementation strategies to ensure that this policy is fully implemented, as follows:

- Providing all staff with regular opportunities to discuss their emotional health and wellbeing or raise concerns through regular one to one meetings, supervisions, appraisals and performance management meetings
- Encouraging colleagues to report or disclose any concerns or issues which they feel need attention



- Carrying out robust and fair recruitment, promotion and progression processes, which ensures the right role for the right person, without discrimination or disadvantage
- Providing rigorous induction training, including emotional health and wellbeing awareness training and offering advice and guidance on personal wellbeing practices
- Engaging with local and national campaigns to promote emotional health and wellbeing
- Recognising that work is beneficial to emotional health and wellbeing and encouraging those with emotional ill-health to continue in their role, making the necessary adaptations and arrangements
- Providing healthy working conditions for all employees
- Identifying emerging problems quickly and addressing concerns with openness, compassion and honesty
- Remaining in regular contact with employees during periods of absence
- Being vigilant and offering additional support to staff who are experiencing stress outside work, for example, bereavement or separation
- Completing wellbeing risk assessments with staff where necessary

Horspath Nursery believes that early intervention in regard to emotional ill health can reduce the risk of the condition worsening. If any staff member is concerned about a colleague, they should recommend the colleague speak with a member of the senior management team. Using a supportive and compassionate discourse, the senior manager may determine reasonable adjustments over an agreed timescale, with timelines for further support and reviews. Sign posting to external agencies may also be useful.

Horspath Nursery promote a culture which has a positive attitude to mental health and well-being, where employees feel comfortable to approach their line manager or senior manager where they feel necessary. Harassment, victimisation or bullying will be dealt with according to the disciplinary procedure. However, the emotional health and wellbeing of those concerned will be supported as defined in this policy.

Impact

The impact of this policy will be monitored and measured through ongoing review. Horspath Nursery will use this review to identify whether changes in the identified intentions can be attributed to the policy. We will identify the relative cost-benefit or



cost effectiveness of the policy. Our yearly impact review would look to understand if the policy contributed to a change in the intent along with any unintentional consequences of the policy. Key indicators of the impact of this policy will include:

- 70% of staff respond positively to wellbeing questionnaire, agreeing that the workplace provides an open and caring culture based on trust, support and mutual respect
- 70% of staff feel their workload is manageable and they know what to do if they feel otherwise
- 25% reduction in absenteeism due to wellbeing concerns
- All senior managers trained in mental health first aid
- Actively challenge bullying, harassment, discrimination and victimisation
- Support and guidance for senior managers in managing their own emotional health and well-being in place

Date for next review: September 2021