

23 Staff Wellbeing Policy

2023

Royston Playgroup

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Statement of intent

Royston Playgroup wants to ensure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to children's development and performance at the setting.

Royston Playgroup is committed to making sure that this Staff Wellbeing Policy is implemented so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress.

The purpose of this policy is to maintain a playgroup ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

PLAYLEADER SIGNATURE.....DATED.....

COMMITTEE SIGNATURE.....DATED.....

Next review date: Sept 2023

Aims of the policy

- 1.1 To develop a healthy, motivated team who are able to deliver a high-standard of care and education to all children.
- 1.2 To help ensure that our playgroup promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- 1.3 To recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging children's development or needs.
- 1.4 To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- 1.5 To respond sensitively to external pressures which affect the lives of staff members.
- 1.6 To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
- 1.7 To improve staff development, co-operation and teamwork by creating effective leaders.
- 1.8 To make staff members aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.

Roles

2.1 The Committee:

- 2.1.1 Will take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- 2.1.2 Will adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented without detriment to the operational requirements of the playgroup.

2.1.3 Will ensure that clear procedures are in place that will minimise the levels of stress caused to staff when following formal procedures such as the Allegations Against Staff Policy.

2.1.4 Will provide a range of strategies for involving staff in the playgroup decision making processes.

2.1.5 Will review the demands on staff, and seek practical solutions wherever possible.

2.1.6 Will provide personal and professional development such as stress management, team building, etc.

2.2 The Playgroup

2.2.1 Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

2.2.2 Will support the committee in ensuring that strategies are implemented to effectively manage and, where necessary, reduce employee stress. This includes preventing unnecessary stress and ensuring that any work-based stress employees experience is at a productive, healthy level.

2.2.3 Will adopt playgroup policies and provide clear guidance regarding time-off for public or trade union duties, or for personal reasons.

2.2.4 Will ensure that there is clear communication between staff and management (Playgroup) with regards to all areas of playgroup life.

2.2.5 Will create reasonable opportunities for employees to discuss concerns, and will enable staff to do so in an environment where stress is not considered a weakness.

2.2.6 Will ensure that all staff are aware of and trained in-line with the Playgroup's priorities and offered opportunities for development.

2.2.7 Will monitor and review any measures that are planned, and assess their effectiveness.

2.2.8 Will conduct risk assessment for work-related stress in consultation with committee chair.

2.2.9 Will appoint a staff wellbeing co-ordinator who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the play group. The co-ordinator will also ensure that policies and procedures reflect this aim.

2.2.10 Will make individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.

2.3 Staff members

2.3.1 Will make themselves aware of the playgroup's policies on Capability, Bullying and Harassment, Staff Attendance etc.

2.3.2 Will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

2.3.3 Will ask their Playgroup for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.

2.3.4 Will identify opportunities for development and take advantage of those offered by the Playgroup.

2.3.5 Will apply for any requests for leave of absence in advance and be honest about sickness absence leaves.

2.3.6 Will share their views, ideas and feelings about all issues concerning the playgroup at formal meetings and informal gatherings.

Actions to support new staff

3.1 Practical actions to support new staff

- All staff will be given a Playgroup orientation by the Play Leader.
- All new staff will receive the staff induction pack. This will continue to include all important policies, or their location, and will include this policy on health and wellbeing.
- All staff will be made to feel welcome and given a buddy to support as required.
- At the end of the first week of employment, new staff will have a review with a senior member of staff.
- All new staff will have a 3-month review interview with the Play Leader. Additional reviews may be scheduled at 6-months and/or a year.

3.2 Practical actions to support new roles

- Decide who will be the supporting person for the new role.
- Hold an initial discussion of roles.
- Hold visits to Playgroup environment of new role.
- Establish a pattern of coaching.
- Hold an end-of-first-week review with supporting person.
- Provide 1:1 support for new tasks.
- Hold a 3-month review interview with supporting person.

Procedures for handling issues of wellbeing

4.1 The Play Leader must encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. The Play Leader should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.

4.2 Where additional, professional advice is required, the Playgroup/Committee has contacts with Occupational Health Professionals or contact their GP for fit to work certificates and these avenues should be utilised.

4.3 The Playgroup will provide support to any employees facing high-levels of stress in the workplace, as well as other work-related issues which are having/have the potential to have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as the teacher helpline or support from the Local Authority e.g. counselling.

4.4 During this time, the Playgroup will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.

5. Procedures to promote staff wellbeing

- Tuesday weekly staff briefings
- Continuing professional develop for all staff.
- End of term social events.
- Performance management.
- Annual job description meetings.
- All staff encouraged to contribute to the Playgroup Development Plan.
- Committee Chair and Secretary are to support the wider workforce.
- Consultative staff meetings held once a term to give staff the opportunity to voice concerns and to have their views sought. The Play Leader responds to these through the weekly briefings.