

## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment

### 2.6 Staff Wellbeing

#### Policy statement for St Joseph's Pre-school

St Joseph's Pre-school is committed to providing a working environment and management practices that promote the good health and wellbeing of all its employees. There is an ethos and an expectation that staff will work hard, there is also recognition that the pre-school will support and reward them for this.

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

- creating an expectation that staff 'work smart' and complete all of their work in pre-school;
- using mentors to help support and provide advice for all staff in the pre-school;
- providing staff with a range of staff benefits designed to promote good mental health and wellbeing and ensure staff feel valued.

#### Wellbeing Strategy

St Joseph's Pre-school 'duty of care' towards employees requires them to manage and safeguard the physical and psychological wellbeing of the pre-school's employees.

To help meet these objectives, the pre-school has adopted:

- the health and safety policy which provides a framework for, and measurement of, safe places of work; and
- this staff wellbeing policy which focuses on the pre-school's obligations to supporting staff's health and wellbeing.

It is vital that all staff are aware of these policies and the role all employees undertake to ensure we all work in healthy workplaces.

We need to have a clear understanding of the causes of absence in order to formulate strategies that address non-attendance (sickness absence<sup>1</sup>). The main causes of absence can be viewed as four distinct areas:

<b>Health and lifestyle factors</b>	<b>Workplace factors</b>	<b>Attitudinal and stress factors</b>	<b>Domestic and relationship factors</b>
Genuine illness/poor health	Working patterns	Job satisfaction	Divorce/separation
Smoking	Health and safety concerns	Career satisfaction	Number of children under 16
Excessive use of alcohol	Travel times	Intention to leave	Lack of flexible working arrangements
Lack of exercise	Excessive hours	Organisational commitment	Caring responsibilities

<sup>1</sup> Policy 2.1.3 Sickness and Absence

<b>Health and lifestyle factors</b>	<b>Workplace factors</b>	<b>Attitudinal and stress factors</b>	<b>Domestic and relationship factors</b>
Body weight	Safe place of work	Stress	Financial worries
	Relationships at work	Absence 'culture'	Bereavement

Clear and consistently applied procedures play an important part in managing attendance. However, these mechanisms do not necessarily address some of the underlying causes of sickness absence. It is in some of these areas where prevention may be more effective than cure.

Specific areas for preventative action could include:

- health promotion;
- recruitment and screening procedures;
- flexible working arrangements (where operationally appropriate)<sup>2</sup>;
- improving the physical working environment;
- job design;
- managing career expectations through the personal development review process;
- building trust and loyalty;
- monitoring of working hours;
- monitoring of individual workloads;
- prevention of accidents and occupational ill health;
- consultation with staff on work-related issues that may affect their health.

### **The need for a workplace Wellbeing Policy**

Promoting and protecting the wellbeing of the workforce is important to St Joseph's Pre-school. Understanding and addressing the factors which affect staff wellbeing will have a wide range of benefits, both for the individual and the pre-school.

St Joseph's Pre-school will continue to promote and work towards performance improvement and efficiency, getting the very best from our people, retaining and attracting the people who are best skilled and well-motivated.

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.

To fulfil this commitment St Joseph's Pre-school will:

- seek to identify potential circumstances that may affect the wellbeing of staff and conduct risk assessments;
- increase awareness and understanding of how to promote wellbeing at work and the avoidance of absence;
- ensure advice and guidance is available to managers in dealing with wellbeing concerns of staff;
- ensure that there is a culture where there is no expectation that staff communicate about work outside of normal working hours (except in an emergency, eg child protection issues);
- continue to adhere to national terms and conditions for all staff, including occupational sick pay;

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<sup>2</sup> See 2.1.8 Flexible Working

- ensure that all staff take part in a supportive performance management process;
- gather information from all staff groups, during supervision sessions, which will inform future strategies to support the health and wellbeing of staff.

Where possible, staff are supported with their work/life balance and wellbeing outside the pre-school. All staff are encouraged to take a responsible approach to health and wellbeing issues, including adopting a robust self-management to their own health.

### **Staff Benefits**

In order to promote good mental health and wellbeing and ensure staff feel valued, St Joseph's Pre-School are committed to offering the following staff benefits:

- access to the Health Assured App<sup>3</sup>;
- free tea and coffees for employees working at the setting;
- Christmas vouchers for employees (subject to financial position of the Pre-School);
- end of year vouchers for employees (subject to financial position of the Pre-School);
- long service award for employees (on 10 year service and every 5 years thereafter);
- personalised waterproof coat for all early years permanent employees;
- non-personalised waterproof coat provided (on loan for length of contract) for fixed term contractors with regular weekly hours;
- 10% discount ("Benefit in Kind") to staff on their child's half-termly invoice and any extra session invoices should they attend the Pre-school;
- opportunity to join the Pre-school's NEST workplace pension scheme;
- during EY wellbeing week, staff receive a small wellbeing gift bag;
- acknowledgement of Mental Health Awareness week;
- paid for flu vaccinations (proof/receipt required);
- free eye test for employees who use Display Equipment daily for continuous periods of an hour or more (proof/receipt required)<sup>4</sup>;

St Joseph's Pre-School feel very strongly that employees should be recompensed fairly for any hours worked outside of their standard contract. Therefore:

- employees are paid for any additional hours that are worked for non-core activities, including Committee meetings and fundraising events etc.
- holiday pay is calculated on top of the hourly rate for any additional hours worked.

For a list of welfare services within Gloucestershire that are available to staff and committee members, see Appendix 1.

St Joseph's Pre-School want to ensure that all employees feel supported and have the opportunity to raise any wellbeing issues easily.

- The Lead Practitioner carries out regular termly supervision with the team and provides opportunities for wellbeing to be discussed
- The Committee have recognised that the Lead Practitioner and the Treasury Administrator may not have as frequent or direct wellbeing support as they are line managed by members of the Committee. Therefore:
  - The Lead Practitioner will have termly remote supervision with the Chair where wellbeing is discussed
  - The Treasury Administrator will have a termly physical meeting with the Chair and Treasurer where wellbeing is discussed

<sup>3</sup> Offers a comprehensive Employee Assistant Programme – see Appendix 1 for more details.

<sup>4</sup> Reimbursement for standard eye test only, ie. the Pre-school will not pay for an Optical Coherence Tomography (OCT) test. NB: UK residents over 60 can receive a free eye test every 2 years.

- The Treasury Administrator and the Treasurer will have a termly physical catch up to review working arrangements and discuss wellbeing
- The Committee are working towards building up a Wellbeing support fund which would provide financial assistance to enable the setting to provide bank staff cover to enable (initially) the Lead Practitioner to meet up with the Treasury Administrator outside of the setting to discuss current matters relating to the setting but also to provide an opportunity for them to provide wellbeing support to each other.

## **Definitions**

One of the main concerns in promoting the wellbeing of staff is to encourage positive mental health. In doing so, it is recognised that positive action must be taken to reduce the occurrence of workplace stress. The Health and Safety Executive define stress as being “the adverse reaction people have to excessive pressures or other types of demand placed on them”. However, it is important that the difference between “pressure” and “stress” be acknowledged: pressure does not necessarily give rise to stress and pressure can sometimes motivate. While acknowledging that pressure and stress may also be caused by a range of issues external to the workplace, St Joseph’s Pre-school’s prime responsibility in this is to address work-related stress.

## **Policy Objectives**

The policy aims are to:

- provide advice and information about minimising risks to health;
- outline specific responsibilities;
- educate staff about the causes, effects and management of stress.

*To achieve these objectives the Lead Practitioner and Chair will:*

- carry out risk assessments to identify health and wellbeing issues related to work;
- implement appropriate control measures to minimise risks to health and wellbeing;
- monitor and audit arrangements in an effort to improve the quality of the working environment;
- raise awareness of the causes, signs and symptoms of stress and stress- related illness, and of the ways in which the pre-school supports individuals;
- ensure they are equipped to respond to staff wellbeing concerns;
- educate employees in techniques for recognising and coping with potentially stressful situations;
- provide information about appropriate welfare services to all employees, including the availability of any employee assistance programme;
- provide additional support and wellbeing ‘check ups’ during particularly stressful times, such as an Ofsted inspection;
- ensure that a signposting poster is on display in the setting providing key contact details for any identified support resources.

*The following have been identified as appropriate measures of employee performance and wellbeing for the purposes of managing health and wellbeing:*

- absences will be recorded and monitored for data analysis;
- use of Occupational Health and counselling services will be monitored without breaching confidentiality.

### **St Joseph's Pre-school Committee are responsible for ensuring:**

- the engagement of the Lead Practitioner and Deputy Practitioners in the importance of managing staff wellbeing;
- allocation of appropriate resources to enable the Lead Practitioner to deliver the agreed strategy proactively, including (where appropriate) the use of occupational health referrals for expert opinion;
- active implementation of the principles and behaviours contributing to positive staff wellbeing;
- alertness to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing which derive from outside work, eg. bereavement or separation;
- ensuring effective communication between the Lead Practitioner and staff; in particular, ensuring effective communication where there are organisational and/or procedural changes which give rise to increased levels of stress in the workplace;
- ensuring that bullying, harassment and discrimination are not tolerated.

St Joseph's Pre-school Chair will, with the support of the Committee and the Lead Practitioner:

- ensure that employees are consulted over aspects of their employment that may cause stress or impact on their health and wellbeing when changes affecting them are planned;
- ensure that employees receive appropriate training and resources to carry out their duties;
- ensure that staff are provided with appropriate development opportunities to manage absence in accordance with Sickness and Absence Policy (No 2.1.3);
- consider workloads to ensure jobs are realistic and manageable – including those of the Committee;
- monitor working hours, overtime and holidays to encourage individuals to take breaks as required by legislation;
- familiarise themselves with the impact of bullying and harassment and ensure that employees are aware that this is not tolerated in the workplace;
- recognise that employees may have experiences in their personal life that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance eg. health issues or personal circumstances;
- treat all discussions with employees around personal issues as confidential unless it is necessary to involve others to deal with the issue and the employee gives written agreement for disclosure.

St Joseph's Pre-school will, if required:

- provide advice and guidance to the Committee and/or Lead Practitioner on this Staff Wellbeing Policy;
- provide guidance to the Committee and/or Lead Practitioner on the implementation of the policy to include the appropriate management of individual cases;
- through the Health and Safety Policy<sup>5</sup> provide advice, guide and support the Lead Practitioner in carrying out stress risk assessments where required;
- raise awareness amongst all staff of the importance of work/life balance;
- ensure that there is a poster promoting wellbeing displayed in the setting which will signpost staff to key resources or organisations that may provide support as required.

Employees will:

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<sup>5</sup> Policy 3.2 Health and Safety General Standards

- take reasonable care of their own health and safety at work and co-operate with the Committee in any measures taken to reduce stress;
- be committed to avoiding causing health and wellbeing problems for other employees;
- be proactive in identifying occasions when they may be suffering from health and wellbeing problems, either work-related, or due to external factors, and alert their line manager to these where appropriate.

### Information sharing during a Mental Health Emergency

During a mental health emergency there is a risk of serious harm to a member of staff or to others, St Joseph's Pre-school **will** share necessary and proportionate information without delay with relevant and appropriate emergency services or health professionals, who can help mitigate the risk of serious harm to the member of staff or others. We **will** focus on sharing information with the right people to protect the person involved or others from serious harm – even if we have not planned ahead.

Data protection<sup>6</sup> laws allow organisations to share personal information in an urgent or emergency situation, including to help prevent loss of life or serious physical, emotional or mental harm.

St Joseph's Pre-school will consider whether to also share necessary and proportionate information with the staff member's next of kin or emergency contact. In many situations, people listed in staff's employee records as next of kin or emergency contacts are essential in providing support to a person at risk of harming themselves or others. However, the Pre-school may not necessarily always know the exact nature of the relationship with the next of kin or emergency contact.

St Joseph's Pre-school will use our judgement in each specific situation, sharing only what is necessary and proportionate to the circumstances. We may decide that, whilst it may be necessary and proportionate to provide the emergency services with a full account of the situation, it is only appropriate to provide their next of kin or emergency contact with more limited details<sup>7</sup>. In addition, we will also consider whether our ability to share health information is subject to other legal constraints outside of data protection law. For health information, this may include any duty of confidence that may apply, particularly where the member of staff may expect confidentiality.

### Associated Policies & Procedures

- 1.12.4 Critical Incident
- 1.20 No smoking, vaping, alcohol and substance misuse
- 2.1.3 Sickness and Absence
- 2.1.8 Flexible working
- 2.6.1 Menopause
- 3.2 Health and safety general standards

Version Number	Author	Purpose of change	Date
1.0	Committee	New policy	Sept 2017
2.0	K Coupe and H Elliott	Reviewed, updated and version controlled	10 July 2019 AGM

<sup>6</sup> See 5.3 Data Protection

<sup>7</sup> Dependent on the nature of the mental health emergency, and with their relationship to that next of kin or emergency contact.

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
3.0	L Farrer, A Hitchings and K Coupe	Comprehensive review undertaken. <ul style="list-style-type: none"> <li>• inclusion of staff benefits, wellbeing support and version controlled;</li> <li>• “Associated Policies and Procedures” section as per EY Safeguarding Audit S175/157 2023;</li> <li>• inclusion of an Appendix 1 listing where support for wellbeing can be found</li> <li>• addition of section with regards to mental wellbeing in an emergency as instructed by the ICO.</li> </ul>	23 July 2024 Committee Member (L Finn-Powers)
4.0	K Coupe	Updated to reflect review of staff benefits and additional benefits agreed by Committee on 15 May 25 and 19 June 25 – recorded in 19 June 25 Committee meeting minutes	13 July 2025 Committee Member (L Finn-Powers)
5.0	K Coupe	Associated Policies & Procedures updated to include reference to 1.20 No smoking, vaping, alcohol and substance misuse policy (previously 1.20 No smoking)	9 February 2026 Committee Member (L Finn-Powers)

## **Appendix 1: Welfare services within Gloucestershire available to staff/committee members**

### ***Mental Health: The Wellbeing Line***

Phone lines open: 9am to 4.30pm Monday to Thursday; and  
9am to 12.30pm Friday  
0300 421 7500

Email: [hello@thewellbeingline.co.uk](mailto:hello@thewellbeingline.co.uk)

Website: [www.thewellbeingline.co.uk](http://www.thewellbeingline.co.uk)

A confidential mental health and wellbeing support for anyone working within health and social care in Gloucestershire. Including anyone working in the Early Years or Playwork (OOSC) sector in their remit.

Funded by Gloucestershire Integrated Care Board (ICB) until March 2024.

**They are not a crisis service, so if a staff member is in a crisis situation (ie. they need immediate and urgent help), they should go to the [NHS Crisis Team](#) (telephone: 0800 169 0398).**

As well as support for individuals they also offer consultations with managers and leaders. For example, if advice is needed on how to support a team member, or something more specific or at an organisational level. The wellbeing team also run health and wellbeing champions forum which is open to Early Years settings.

<https://wellnessforall.org.uk/adult-mhfa/>

### ***Physical Health: Healthy Lifestyles Gloucestershire***

Phone: 0800 122 3788

Visit [www.hlsqlos.org](http://www.hlsqlos.org)

This proactive service can help staff and parents/carers who have concerns relating to keeping active, healthy eating, alcohol, weight and smoking. It even supports a Mum/Mum to be returning to work or struggling to keep up with work, baby and beyond.

Once you have signed up you will be contacted within 3 working days and the Healthy Lifestyles team will provide you with weekly support (for up to 12 weeks) in person, over the phone or online.

Criteria for accessing this service are that you must be:

- over 18 years of age (12 years of age for smoking cessation support);
- registered with a GP in Gloucestershire or live in a GL post code.

Programmes are aimed at those who are either:

- currently smoking tobacco;
- have a BMI over 25;
- have current physical activity levels of under 150 minutes/week; or
- approaching alcohol dependency.

Alternatively, if staff/parents/carers are interested in improving their health but want a more 'hands off' approach, they can download a free app called 'Best-You' from the App Store or Google Play. To find out more about the app visit:

<https://www.hlsghos.org/programmes/best-you-app/>

Healthy Lifestyle Gloucestershire also run Making Every Contact Count (MECC) training which is available for front line staff and volunteers. This will give confidence in everyday situations to give concise health information as part of normal conversations. This may benefit those staff who have direct contact with parents/carers who might benefit from this type of support.

This is free training which you can book onto by clicking the following [Healthy Lifestyles Gloucestershire Events | Eventbrite](#)

### ***Employee Assistance Programme (EAP): Health Assured***

This EAP has been championed by Gloucestershire County Council and is available to all Early Years staff. The EAP is intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. EAP generally includes assessment, short-term counselling and referral services for employees and their immediate family - wherever they are in the world.

*To download the app, please go on to your usual app store and type in My Healthy Advantage. The app has the following icon:*



*You will be asked for a code – this will be supplied in your Induction pack and is confidential. It is not stated in this document due to all St Joseph's Pre-school's policies and procedures being in the public domain via St Joseph's Catholic Primary School's website.*

Health and wellbeing at work can be affected by other things going on in staff's home life and whilst St Joseph's Pre-school acknowledges that it cannot fix everything, knowing where to signpost to can be helpful. For example:

- ***Gambling addiction***

The ARA Gambling Service provide support for those affected by gambling, either as an individual or as the family of someone with a gambling issue. ARAG can be contacted by:

Email: [info@recovery4all.co.uk](mailto:info@recovery4all.co.uk)

Social media: [@ARArecovery4all](#)

Website (for more information): [www.recovery4all.co.uk](http://www.recovery4all.co.uk)

- **Hub of Hope**

Is a mental health support directory provided by Chasing the Stigma which signposts to local, regional and national services offering support on a wide range of topics including bereavement, anxiety and loneliness.

- [Education Support](#)

Offers a free emotional support helpline for everyone working in education, including early years. It is open 24 hours a day, 7 days a week, and you will speak to a qualified counsellor. You can [contact Education Support](#) by

- telephone: 020 7697 2750 or on the helpline 08000 562 561;
- text:
- online live chat; or
- email: [enquiries@edsupport.org.uk](mailto:enquiries@edsupport.org.uk)

Education Support's guide to [the building blocks of good mental wellbeing](#) includes advice on exercise, eating well and developing good sleep habits.

<https://www.educationsupport.org.uk/resources/for-individuals/guides/the-building-blocks-of-good-mental-wellbeing/>

- [Every Mind Matters](#)

Provides a source of expert advice to help you and your staff look after your mental health. This includes practical tips that you can build into your daily routine.

[Every Mind Matters - NHS \(www.nhs.uk\)](http://www.nhs.uk)

The [Every Mind Matters self-care tool](#) creates a personalised mental health action plan, with tips and advice to help you be kind to your mind.

- [Gloucestershire Educational Psychology Services](#)

Educational Psychology Services (EPS) daily help line available from 9:30 to 12:30pm on 01452 427070 or email: [epsupport@gloucestershire.gov.uk](mailto:epsupport@gloucestershire.gov.uk)

- [Morton Michel](#) – childcare insurance specialists

Since 2018 Moreton Michel have offered its clients a free confidential counselling helpline as part of its insurance package, for use by staff and their families, for any mental health problems, not just those that are work related. Details are below:

ARAG's Counselling number: 0333 000 2082

- [Ofsted](#)

Have published an inspection handbook to support staff during a potentially stressful time.