

Employment

2.6 Staff Wellbeing

Statement for St Joseph's Nympsfield Out of School Club

St Joseph's Nympsfield Out of School Club (OOSC) is committed to providing a working environment and management practices that promote the good health and well-being of all its employees. There is an ethos and an expectation that staff will work hard, there is also recognition that the OOSC will support and reward them for this.

The need for a workplace Wellbeing Policy

Promoting and protecting the wellbeing of the workforce is important to St Joseph's Nympsfield Out of School Club. Understanding and addressing the factors which affect staff wellbeing will have a wide range of benefits, both for the individual and the OOSC.

St Joseph's Nympsfield Out of School Club 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.

Policy objectives

To fulfil this commitment St Joseph's Nympsfield Out of School Club will:

- provide advice and information about minimising risks to health, ensuring that the OOSC's Health and Safety General Standards policy¹ is kept up to date;
- seek to identify potential circumstances that may affect the wellbeing of staff and conduct risk assessments as appropriate;
- increase awareness and understanding of how to promote wellbeing at work and the avoidance of absence;
- ensure advice and guidance is available to line managers in dealing with wellbeing concerns of staff;
- recognise that effective practices to promote work-life balance and wellbeing will benefit both staff and children within St Joseph's Nympsfield Out of School Club care;
- 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);
- ensure that all staff take part in a supportive performance management process;
- ensure that all staff have an awareness of health and wellbeing issues;
- enable all staff to partake in initiatives, inform future strategies and have access to information (eg via apps), which support wellbeing; and
- ensure all staff know who to approach for support with any concerns about their emotional wellbeing.

¹ Policy 3.2

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

Policy responsibility

All staff are responsible for ensuring they:

- have read and understood the wellbeing policy – please speak to your line manager if any clarification is needed;
- consider the policy when working;
- act as healthy role models for the children;
- actively provide a supportive, safe and healthy environment for all colleagues promoting a culture of openness and support talking about mental or physical health.

St Joseph's Nympsfield Out of School Club Committee will:

- make sure that all staff are aware of this policy and it is easily accessible;
- ensure that information is made available to staff about health and wellbeing support available;
- be available to discuss workable solutions and encourage effective partnerships between staff and the Committee;
- support sustainable lifestyles through respectful contracts, salaries and workplace culture;
- review the policy annually and amend it as necessary, ensuring that staff input is sought.

Policy communication

This is achieved by:

- including this policy document within the induction pack for new staff;
- the latest version of this policy is accessible via the OOSC's section of [St Joseph's Catholic Primary School's website](#)²;
- time given within a staff meeting to discuss the policy and contribute to it;
- any changes to this policy are communicated to staff within a month of the amendments;

How St Joseph's Nympsfield Out of School Club is supporting staff:

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

- creating an expectation that staff 'work smart' and complete all of their work in OOSC;
- The Play Leader and Deputy Play Leader support each other and together they mentor new staff within the setting;
- providing staff with regular small perks, such as supplying coffee and tea³;
- giving gifts to staff at Christmas, Easter and at the end of the summer term to say thank you;
- staff who work for the Holiday Club receive a 3% uplift per hour on their normal OOSC hourly rate;
- recognise Long Service (eg. 5, 10, 15 years etc) and significant birthdays (eg. 21, 30, 40, 50 etc);
- acknowledgement of Mental Health Awareness week through a small perk, eg. biscuits, wellness gift etc.

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 Nympsfield Out of School Club **will** share necessary and proportionate information without delay with relevant and appropriate emergency services or health professionals, who can

² www.st-josephs-nympsfield.com

³ Costs shared with St Joseph's Pre-school

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 protection⁴ 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 Nympsfield Out of School Club 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 OOSC may not necessarily always know the exact nature of the relationship with the next of kin or emergency contact.

St Joseph's Nympsfield Out of School Club 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 details⁵. 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.

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

Website: 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](#) (phone: 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

⁴ See 5.3 Data Protection

⁵ Dependent on the nature of the mental health emergency, and with their relationship to that next of kin or emergency contact.

organisational level. The wellbeing team also run health and wellbeing champions forum which is open to Early Years and Playwork (OOSC) settings.

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

Physical Health: Healthy Lifestyles Gloucestershire

Phone: 0800 122 3788

Visit www.hlsghos.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](#)

Health and wellbeing at work can be affected by other things going on in staff's home life and whilst St Joseph's Nympsfield Out of School Club acknowledges that it cannot fix everything, knowing where to signpost to can be helpful.

For example, 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. ARA can be contacted by:

Email: info@recovery4all.co.uk

Social media: [@ARArecovery4all](#)

Website (for more information): www.recovery4all.co.uk

Employee Assistance Programme (EAP): Health Assured

This EAP has been championed by Gloucestershire County Council and is available to all Early Years and Playwork (OOSC) 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 OOSC's policies and procedures being in the public domain via St Joseph's Catholic Primary School's website.

Further information (not an exhaustive list)

- www.mind.org.uk
- www.mentalhealth-uk.org
- www.samaritans.org

Associated Policies and Procedures

- 2.1.3 Sickness and Absence
- 2.6.1 Menopause
- 3.2 Health and Safety general standards
- 5.3 Data Protection

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC, MK and NF-P	Reviewed, rewritten, formatted and updated. <ul style="list-style-type: none"> • Inclusion of "Associated Policies and Procedures" section • updated in line with the ICO guidance on information sharing in a mental health emergency re staff. • inclusion of a "further information" section 	21.04.2024 Committee Member (L Benton)