

# Rainbow Early Years

## Well-Being policy

### Statement of intent

Rainbow Early Years (REY) intends that all members of staff work in an environment that positively contributes to their own sense of well-being and security.

### Aim

We aim to ensure that all adults working with us are able to do so in the knowledge that they are being cared for and valued, which will enable them to give quality care to the children who attend.

### Methods

As a group, REY is aware that all adults will react differently to situations in their lives, be they professional or personal, and will guide and support as appropriate. The Management committee subscribe to the view that stress is a legitimate workplace concern and not a sign of personal weakness.

For the purpose of this policy the title 'staff' or 'staff member' will refer to all adults working at REY in both a paid or unpaid/voluntary position as well as students on work placement.

### Responsibilities

The Management committee is responsible for: -

- Having due regard to the staff members work/life balance and will take measures to ensure that this is kept at a reasonable level.
- Ensuring relevant training is undertaken by themselves and the staff they support.
- Providing adequate resources to enable the staff to work to the best of their ability.
- The pre-school building and outdoor environments are safe and well maintained ventilated and heated appropriately.

The Manager/Assistant Manager is responsible for: -

- Recognising and investigating the possible causes of stress in those that they manage.
- Ensuring that new employees or employees with new roles or responsibilities are capable of fulfilling their roles without detriment to their personal health or safety.
- Monitoring time keeping and absences of all staff members. If there is poor performance in regard to timekeeping and absences they will be discussed at supervision meetings and records kept to ensure improvement, or in a return to work interview.
- Advice will be sought from PSLA Lawcall with poor performance or concern about a staff member with support of a representative from the committee.
- Mental health and well-being is now part of our supervision sessions.
- Ensuring that all adults are aware of support available to them.
- Investigate the possible cause of stress and seek to resolve, remove or limit the cause of stress using appropriate advice.
- Dealing with staff well-being issues professionally, sensitively and confidentially.
- Ensuring good lines of communication between the Management committee and all staff, particularly where there are organisational or procedural changes.
- Being vigilant and offer additional support, or 1:1 meetings, to any member of staff who is experiencing stress outside the work place.
- Ensuring that bullying and harassment towards any staff member is not tolerated at REY.
- Acting as a good role model to other staff members in time management and achieving a good work/home balance.
- Staff will be observed in practice using the Ofsted definition of teaching to identify strengths and ways to improve their practice prior to supervision sessions by the Manager and Assistant Manager.
- The Manager and Assistant Manager will undertake formal supervision with all members of staff, giving feedback on their performance that ensures a positive outcome, three times a year.
- Discuss any concerns staff members have regarding working relationships through staff supervision sessions and create ways to address these.

- The Manager/Assistant Manager will carry out 'return to work' interviews with the staff members who have been off work more than 7 days.

Staff are responsible for; -

- Bringing to attention, at the earliest possible time, any situation or factors that may be a source of stress to themselves or others.
- Offering suggestions on any practical initiatives that REY might take to enhance employee well-being and involvement.
- Ensuring they undertake tasks relevant to their job descriptions and role at REY and act as good role models to children and others.
- Ensuring that they adhere to the REY Code of Conduct at all times.
- Ensuring that they ensure they adhere to the Uniform policy at all times.
- Taking time to read and understand the policies and procedures laid down by the group.
- Bringing to the attention of their Manager/Assistant Manager and medication they have had prescribed and keep records amending at supervision sessions. Alongside this the disqualification criteria.
- Any changes in their mental health and well-being alongside any personal changes.

For all physical aspects of staff Well-Being please refer to the Health and Safety policies.

The management committee are aware that despite the measures laid out in this policy there may be occasions when a member of staff experiences physical, mental or emotional symptoms of ill-health which may be linked to their work environment. At such times they will endeavour to support in any way felt appropriate to the individual.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2011

Date of review: August 2017 by the Manager.

Reviewed: 14-8-18

Reviewed: 30-8-19

Reviewed: 4-8-20