



# Spinney Pre-School Mental Health and Well Being Policy

This policy deals with work-induced stress no matter how it is caused and is intended as a framework document, which Spinney Pre School can supplement with other relevant policies and procedures such as Health and Safety.

## Introduction

Spinney Pre School is committed to protecting the health, safety and welfare of its employees and recognises the importance of promoting positive mental health and well-being, through a multi-disciplinary approach whilst ensuring that members of employees work, in a professional but supportive and caring environment. This policy and guidance outlines Spinney Pre School's well-being, including areas such as stress and harassment. In particular 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. This policy applies to all Staff and the Committee, for the implementation of this policy.

## Mental health and well-bring policy statement

Spinney Pre School recognises that mental health problems and stress can affect anyone regardless of their position and have a responsibility to address. This policy applies equally to all Staff and is designed to complement Spinney Pre Schools existing policies.

In undertaking its duties with regards to Mental Health and Well-being, Spinney Pre School will aim to:

- Reduce the stigma around mental ill-health
- Positively promote and safeguard the mental health and wellbeing of all its staff and prevent stress by promoting a supportive workplace culture based on trust, support and mutual respect, where staff are able to talk openly about their job and their mental health and report difficulties without fear of discrimination or reprisal
- Create an environment that supports and encourages good mental health amongst our employees
- Ensure that the Supervisor/Committee are equipped to appropriately respond to disclosures which supports Spinney Pre Schools commitment to mental health and well-being Workplace Mental Health and Well-being and the policy to be reviewed annually
- Provide appropriate support for all staff suffering from mental health and associated problems
- Reduce the levels of absence as a result of increased healthy mental well-being amongst staff
- Eliminate from the workplace, stressors which can have a detrimental effect on employees' well-being.

Examples of these are:

- Bullying
  - Harassment
  - Discrimination (sexual, religious, political, ethnicity)
  - Victimisation
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- Ensure appropriate arrangements are in place for the effective review and revision of this policy statement as necessary on an annual basis
  - Provide support for the Supervisor to ensure they are dealing appropriately with issues and maintaining their own mental health and well-being
  - Provide adequate resources to enable the Supervisor to implement the Pre Schools agreed mental health and well-being management policy

## Legislation requirements

In terms of The Health and Safety at Work Act 1974, employers have a general duty to ensure, as far as reasonably practicable, the health of their employees at work. This includes taking steps to make sure they do not suffer stress related illness as a result of their work.

Management of Health and Safety at Work Regulations 1999: The main provisions of these regulations regarding stress are; a duty to assess risk, apply principles of prevention, ensure employee's capability to undertake work tasks and provide suitable training.

The Stress Management Standards: The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled. The Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence.

The six Management Standards cover the primary sources of stress at work. These are:

1. **DEMANDS** – this includes issues such as workload, work patterns and the work environment
2. **CONTROL** – how much say the person has in the way they do their work
3. **SUPPORT** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
4. **RELATIONSHIPS** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
5. **ROLE** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
6. **CHANGE** – how organisational change (large or small) is managed and communicated in the organisation.

The Equality Act 2010 replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and aims to remove discrimination. Under the Act, a person is disabled if they 'have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'. This policy will relate only to the part that covers disability and in particular mental health and harassment.

## **Implementation**

To successfully implement this policy we will.

- Provide access to mental health awareness training for employees if requested.
- Link to local and national campaigns to promote positive mental health.
- Encourage early reporting of any issues in the workplace which may affect employee's mental health.
- Encourage early reporting of any existing mental health issues which our employees may be suffering from in order for us to be able to provide confidential support and any workplace adjustments in a timely fashion.
- Ensure that employees have opportunities to raise issues through, Staff Supervisions.

**This Policy was adopted at a meeting of the Pre-School held on (date)\_\_\_\_\_**

**Signed on behalf of the Pre-School\_\_\_\_\_**