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**Employee Mental Health and Wellbeing Policy**

**Introduction**

* Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals’ physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.
* Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support employees once they are at work.

 Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support

* to anyone experiencing a mental health issue or returning to work after a period of absence due to either, mental health problems, bereavement, major surgery or other illness which can all impact on a person’s wellbeing.

**Policy Statement:**

* The Preschool & Nursery is committed to the protection and promotion of the mental health and wellbeing of all staff.
* The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
* The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

 **Policy Aim:**

* To provide a working environment which promotes and supports the mental health and wellbeing of all employees.
* We Recognise and celebrate skills everyone has to bring into our work place.

* **1. Leadership commitment is key**

Employees can either speak with the manager or committee member.

* Our ethos is that communication is key to everyone’s wellbeing. The manager operates an ‘open door’ policy, everyone understands that, either a formal or informal chat can be had to discuss anything. This works well as some staff may not feel confident to voice themselves within a group, or it may be a private matter. Confidentiality will always be maintained, unless it is a safeguarding concern or whistle blowing statement.

 **Talking about it.** **We try to establish,**

Is there adequate opportunities for staff to discuss any issues they might have

By Making time to chat, and find out what is impacting on an employee either, positively and negatively can hopefully create a supportive environment.

**We aim to create a supportive environment.**

* Sometimes young people often come straight from an educational environment, where everything is very familiar and ‘safe’, and workplaces are fundamentally different. This difference can be overwhelming, so we will ensure there are channels of support available to them, both formal and informal – just in case they’re struggling. This does not apply just to people coming directly from an education environment. Staff who have come from another setting will often require a fair amount of support due to the working ethos, conditions and environment be totally different. We recognise that qualified staff also need support in various ways to settle and become part of our team.

We aim to keep up to date with new supporting material, for example, information from the charity ‘Mind’ ‘Outward Bound trust’ ‘Early Years Support Service’

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Carol Lynn Manager

Joanna Swain Chair of Committee