



Mental Health and Wellbeing Policy

Rolleston Pre-School is committed to the protection and promotion of the mental health and wellbeing in all employees. We have a legal duty to manage risks to the health and safety of our employees.

We believe that the mental health and wellbeing of our employees is key to our sustainability and success. It is also an important factor for an individual's health and safety, social wellbeing and productivity. A positive environment benefits our employees, children, and everyone with whom we work.

This policy should be used alongside other policies as necessary, including the valuing diversity and promoting inclusion and equality, and induction of employees and volunteers.

Key principles

Rolleston Pre-School will promote a culture of good mental health and wellbeing:

- through effective communication to raise awareness and understanding about mental health and wellbeing
- by dealing with issues around mental health and stress effectively
- by providing support to staff experiencing mental health and wellbeing issues, whilst preventing discrimination (including bullying and harassment)
- by reducing stigma around anxiety and depression in the workplace

Procedure

We strive, as far as is reasonably practicable, to promote mental health through our setting by establishing and maintaining processes that enhance mental health and wellbeing.

- Managers provide non-judgemental and proactive support to employees who experience mental health problems. They are treated fairly and consistently with respect, confidentiality and without discrimination.
- All employees receive good management support, appropriate training and adequate resources to do their job.
- All employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Sufficient communication is given to ensure employees are informed about any information that may impact the organisation and their roles.

- Workloads are monitored to ensure that people are not overloaded or under utilised.
- Opportunities to enhance professional development are supported and promoted.
- Information about the Mental health and wellbeing policy is included in the induction programme.
- Managers identify and remedy factors that may contribute to negative mental wellbeing.
- Managers deal with conflicts effectively to ensure the workplace is free from, bullying, harassment, discrimination and racism.
- A supportive environment is promoted where staff are encouraged to feedback about factors that may cause stress.
- Employees are responsible for taking reasonable care of their own mental health and wellbeing.
- Employees are expected to take reasonable care that their actions do not affect the health and safety and general wellbeing of others.
- Employees are encouraged to seek appropriate help through their GP, or an NHS or mental health support association, where necessary.
- Any personal data, including information about health, is handled in accordance with data protection requirements.
- Rolleston Pre-School understands our responsibilities under The Equality Act 2010.

Should you have any complaints or grievances concerning this policy please bring the matter to our attention by following the procedures detailed in our Complaints Policy.

This policy was adopted at a meeting of Rolleston Pre-School

Held on _____

Signed on behalf of the Management Committee _____

Role of Signatory _____