



Staff Wellbeing Policy

The health and wellbeing of my staff is extremely important. I recognize the contribution staff make within my service and understand that there is a direct relationship between the wellbeing of staff, the quality of care and learning provided and the overall wellbeing and outcomes of children and families.

I am committed to providing a safe, secure, and supportive environment for all members of staff and ensure that they are valued and encouraged to develop personally and professionally.

This policy outlines the ways in which I support and promote the health and wellbeing of all staff in my setting.

Wellbeing Factors

There are several factors that can contribute positively to our overall wellbeing for example:

- Supportive relationships
- Having a healthy, balanced diet
- Taking part in regular exercise
- Good rest and sleep patterns
- Financial stability
- Maintaining stimulation through work, education, or leisure

Wellbeing Strategy

Taking into consideration all the wellbeing factors above I aim to support staff and promote positive health and wellbeing throughout my setting by doing the following:

Supportive Relationships:

- Creating a positive, open, and supportive atmosphere within the setting where staff feel able to approach me (or each other) for help or to discuss any issues or concerns.
- Ensuring staff are clear in their role and responsibilities and implementing a sensitive performance management process that will offer support and encouragement.
- Ensuring staff are always listened to and are given regular formal and informal opportunities to talk and share their opinions, ideas, or concerns.
- Encouraging staff to contribute their ideas and including them in the setting's decision-making processes.
- Looking for training and CPD opportunities that will help staff learn new skills, build confidence, and help equip them with strategies to effectively manage stress.
- Showing staff members that I am genuinely interested in them as people through general conversations and non-work-related discussions.
- Offering extra support for staff at times of increased stress, for example, helping to reassure and prepare staff before an inspection to help reduce anxiety or allowing shift flexibility / additional leave to allow a member of staff to deal with a personal problem.
- Ensuring regular contact is maintained with staff members who are to be absent for a prolonged period. In addition to offering sympathy / a speedy recovery or well wishes, regular contact will also allow the staff member to be kept informed of things happening within the setting, helping them to feel included and reducing the potential for anxiety on their return to work.
- Providing additional support to staff members returning to work after an extended period of absence.

Having a healthy, balanced diet:

- Promoting awareness of healthy eating and, balanced meal and snack choices within my setting via my **Healthy Eating Policy**.
- Including staff in the planning of meals and snacks and the preparation of food.
- Inviting staff to join me and the children for meals and snacks and enjoy eating together as a group.
- Looking for training and CPD opportunities for staff regarding health and nutrition.
- Ensuring staff are given adequate time to eat or hydrate and have access to fresh drinking water.
- Sharing information and guidance on healthy eating, nutrition, and weight management.

Taking part in regular exercise:

- Encouraging staff to assist in planning active activities and taking part with children.
- Looking for training and CPD opportunities on the benefits of physical activity and exercise.
- Sharing information about local sports and leisure facilities, classes, and clubs.
- Establishing a routine that encourages staff to be active each working day, e.g walking to the library, walking to park or local groups where possible.

Good rest and sleep patterns:

- Ensuring staff take adequate breaks during their working day.
- Promoting a healthy work/life balance by ensuring staff do not work excessive hours and offering flexible working arrangements.
- Planning appropriately to ensure staff take full advantage of their allocated annual leave allowance.
- Looking for training and CPD opportunities on the benefits of good rest and sleep patterns.

Financial stability:

- Ensuring fair working practices are always followed and paying the real living wage as a minimum to all employees.
- Ensuring staff are made aware of any benefits or tax credits they may be eligible for to top up their income by directing them to relevant guidance and information sources.
- Providing staff who have their own children information about help with childcare costs, and considering whether offering care for a staff member's child within the setting would be possible and beneficial.
- Sharing information and ideas on money management.
- Looking for training and CPD opportunities on financial wellbeing.

Maintaining stimulation through work, education, or leisure:

- Ensuring staff are given regular opportunities to share and discuss interests which are both work and non-work related.
- Regularly reviewing and discussing staff progress through a combination of informal discussions, reviews, and appraisals.
- Maintaining stimulation at work by ensuring staff are given varied tasks and opportunities to learn new skills.
- Looking for training and CPD opportunities that will interest and motivate staff to learn and progress.
- Recognizing and sharing staff achievements or celebrating special events with staff members.
- Ensuring regular opportunities are provided for social meetings and interactions with staff, e.g. staff celebrations, nights out, quizzes, family fun days, fundraising activities, etc.

In addition to my wellbeing strategy, I also monitor and support the wellbeing of all staff using the following methods:

Staff Care Plan

All members of staff are asked to complete a Staff Care Plan when they begin work in my setting. Staff Care Plans allow staff members to provide essential information about their general health, any medical conditions, allergies, additional support requirements and emergency contact details. The care plans provide an opportunity for staff members to detail anything that they feel is important for me to know as their employer and suggest anything that can be done to support them and ensure their safety and wellbeing at work. Staff Care Plans are reviewed every 6 months and any information provided is treated as private and confidential.

Wellbeing Concerns

There are several warning signs that may indicate that an individual is struggling with their physical or mental health and wellbeing. We should all be aware of physical, mental, emotional, and behavioral indicators including:

- Tiredness, headaches or generally feeling unwell.
- Difficulty sleeping
- Changes in eating habits.
- Increased drinking or smoking
- Indecisiveness, difficulty concentrating or poor organization.
- Loss self-esteem or feelings of inadequacy
- Anxiety, hypersensitivity or becoming withdrawn.
- Anger or irritability

Should I have reason to believe that a member of staff is struggling, I will approach them in confidence to ask whether everything is okay. I will reassure staff members that they can come to me in confidence and that I will do everything that I can to support them.

If a member of staff opens to me about any difficulties or wellbeing issues that they are having I will ensure that they are given the opportunity to talk with me in a private space and given adequate time to share their situation and concerns. I will listen carefully, offer reassurance, and thank the staff member for sharing their difficulties with me. We will then discuss potential solutions and anything that could be done at work or in their personal life to assist them. I will reassure the staff member that they can always talk with me in confidence and that I will do whatever I can to support their wellbeing.

If a member of staff reports concerns about a fellow staff member, I will thank them for bringing the situation to my attention and reassure them that our conversation will remain confidential. I will monitor the situation and where I feel concerns are founded, approach the identified staff member to check that everything is okay. Again, I will provide reassurance that they can talk to me in confidence and that I will do everything that I can to support them.

I will always act in a supportive and constructive manner regarding any staff member that has opened about any difficulties they are having or where I suspect a staff member may be struggling. For example, it may be possible to make small, simple changes to working arrangements or responsibilities, give additional rest breaks or allow staff to finish their shift early. I will also support staff in their duties by working with them each day, helping to prioritize their workload, and offering reassurance and encouragement.

Staff Responsibility

All staff members also have a responsibility in promoting health and wellbeing throughout the setting and encouraging a supportive environment. I expect my staff members to:

- Always consider their own wellbeing and that of others and never to act in a manner that may endanger themselves or put others at risk.
- Consider ways in which they can maintain a healthy work/life balance.
- Be honest about their wellbeing and to always ask for help when feeling pressured or stressed.
- Attend training opportunities and events that promote health and wellbeing.
- Support me in implementing health and wellbeing practices throughout the setting for the benefit of everyone.

In addition to this wellbeing policy, I will make certain all other staff related policies and procedures are adhered to and reviewed on a regular basis to ensure they are fair and relevant.

If you have any questions regarding staff wellbeing or suggestions of how overall wellbeing in the setting can be supported or improved, please do not hesitate to discuss them with me.

Childminder's signature: 