2.4 Staff Wellbeing Policy

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2.4 Staff Wellbeing Policy

Policy Statement

At **Miss B's Nursery**, we recognise that the well-being of staff is essential to providing high-quality early years education and care. Wellbeing refers to a state in which individuals feel healthy, safe, supported and valued in their working environment.

Working with babies and young children is highly rewarding, but it can also bring significant emotional and physical demands. For this reason, Miss B's Nursery is committed to creating a positive workplace culture that supports the physical, emotional and mental well-being of all employees.

Supporting staff wellbeing ensures that practitioners are able to provide nurturing, responsive and high-quality care for children.

This policy is implemented in line with the **Statutory Framework for the Early Years Foundation Stage (EYFS)**, which requires providers to ensure staff are supported, appropriately trained and able to fulfil their responsibilities effectively.

Miss B's Nursery is regulated by **Ofsted**, and inspectors assess leadership and management arrangements that support staff wellbeing and professional development.

This policy also reflects children's rights outlined in the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – the best interests of the child must be a primary consideration. Supporting staff wellbeing helps ensure children receive high-quality care.
- **Article 19** – children have the right to protection from harm. Staff must feel supported to fulfil safeguarding responsibilities.
- **Article 29** – education should support children's full development, which depends on confident and supported practitioners.

By promoting staff wellbeing, Miss B's Nursery aims to create a nurturing environment where both **children and staff can flourish**.

Our Ethos

Miss B's Nursery understands that staff may experience pressures from many areas of life, including:

- work responsibilities
- family commitments
- financial pressures
- health concerns
- maintaining a healthy work–life balance.

The nursery leadership team is committed to ensuring that staff wellbeing remains a priority within the setting.

We aim to create a workplace that is:

- supportive
- inclusive
- respectful
- nurturing.

Staff are encouraged to show care and awareness of one another's well-being and to support colleagues when needed.

The **Nursery Manager and Wellbeing Lead** oversee wellbeing practices within the setting. They provide guidance, offer support and help staff access external services when appropriate.

The Nursery Manager keeps knowledge relating to staff wellbeing and mental health up to date and works with the Wellbeing Lead to review and improve wellbeing practices across the nursery.

The well-being of the **Nursery Manager** is overseen by the **nursery owners or governing body**, ensuring that leadership staff are also supported.

Mental Health First Aid and Wellbeing Champions

Miss B's Nursery recognises the importance of early support for mental health and wellbeing.

Where possible, the nursery will identify a **Wellbeing Champion or Mental Health First Aider** within the staff team who can:

- Provide initial support to colleagues experiencing stress or emotional difficulties
- promote positive mental health awareness within the setting
- Signpost staff to professional services or support organisations if required.

The Wellbeing Champion does not provide counselling but offers a listening ear and guidance on accessing appropriate support.

Promoting open conversations about wellbeing helps reduce stigma and encourages staff to seek help when needed.

Procedures to Reduce Work-Related Stress

Miss B's Nursery implements a range of measures to support staff wellbeing and reduce workplace stress.

Induction and Early Support

All new staff members receive a structured induction programme to help them feel confident in their role.

During this period:

- staff are introduced to nursery policies and procedures
- a **mentor or buddy** is assigned
- regular check-ins take place during the **three-month induction period**.

Staff also receive a **Staff Handbook**, which includes information about wellbeing support and workplace expectations.

Training and Professional Development

Miss B's Nursery supports staff through ongoing:

- professional training
- coaching
- mentoring
- development opportunities.

These opportunities help staff develop confidence and reduce stress linked to uncertainty or lack of experience.

Regular Wellbeing Check-ins

Informal well-being discussions take place regularly between staff and management.

These check-ins allow staff to:

- discuss any concerns
- request support
- reflect on workload.

Respect and Recognition

Staff contributions are valued and recognised across the nursery.

Responsibilities are allocated appropriately according to:

- job roles
- qualifications
- levels of experience.

Workloads are monitored regularly to ensure expectations remain reasonable.

Work–Life Balance

Miss B's Nursery encourages staff to maintain a healthy balance between their work and personal lives.

The nursery aims to ensure that:

- Staff are not expected to work outside their contracted hours
- Workloads are manageable
- Staff achievements and contributions are recognised.

Overtime arrangements are monitored by the leadership team.

Burnout Prevention and Workload Monitoring

The nursery recognises that excessive workload can lead to stress and burnout.

To help prevent this, Miss B's Nursery will:

- regularly review staff workloads
- ensure documentation and record-keeping expectations remain proportionate
- Monitor the amount of paperwork required, including observations and assessments
- ensure administrative tasks are meaningful and not unnecessarily burdensome
- support staff in prioritising responsibilities.

The leadership team will also review workloads during supervision meetings and make adjustments where appropriate.

Supervision and Performance Management

Staff supervision meetings include discussions around:

- wellbeing

- professional development
- workload
- support needs.

Performance management meetings help identify development opportunities and provide guidance to support staff career aspirations.

Reflective Practice and Staff Voice

Miss B's Nursery encourages a reflective culture where staff are able to provide feedback about:

- management practices
- working relationships
- nursery procedures.

This approach helps build strong teamwork and supports continuous improvement.

Wellbeing Breaks

Short wellbeing breaks may be taken when needed, where possible, and in agreement with team leaders to ensure safe staff ratios are maintained.

Access to Support

Staff are encouraged to speak with the **Nursery Manager or Wellbeing Lead** if they have concerns about their wellbeing.

Confidential discussions will take place privately and information will only be shared where necessary to provide appropriate support.

External Support

Where appropriate, staff may be signposted to external support services such as:

- Occupational Health
- mental health organisations
- wellbeing services.

If concerns arise regarding the safety of a staff member, the nursery may seek professional advice while handling the situation sensitively.

Respectful Workplace Culture

Miss B's Nursery promotes a workplace culture built on:

- respect
- inclusion
- cooperation
- tolerance.

Bullying, harassment or discrimination will not be tolerated. All staff must follow the **Staff Code of Conduct**.

Supporting Staff Experiencing Mental Health Difficulties

If a staff member experiences mental health difficulties, the nursery may offer **reasonable adjustments**, such as:

- temporary adjustments to duties
- flexible support arrangements
- additional wellbeing meetings.

Support plans will be developed in partnership with the staff member and reviewed regularly.

Wellbeing Resources

Information about wellbeing and self-care is available within staff areas so staff can access guidance and support.

Return to Work After Absence

Staff returning after illness or absence will participate in a **return-to-work meeting** in line with the nursery's **Return to Work Policy**.

This meeting helps identify any support needed for a successful return.

Staff Feedback and Surveys

Staff surveys are conducted **twice yearly** to gather staff views and feedback.

Where improvements are identified, working groups may be formed to address areas for development.