

**The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School  
Staff Well-Being and Mental Health Policy**

**THE OBJECTIVE**

To provide as far as is reasonably practicable a place of work which is safe and without risks to health, including taking control measures (e.g. back to work interview, occupational health medical report, leadership team support, risk assessment) in the case of any work activity that may involve a risk of Organisational Stress i.e. work related stress.

**GENERAL STATEMENT**

The Federation of Kintore Way Nursery School and The Grove Nursery School acknowledges that all people encounter stress in their personal lives and are committed to managing work-related stressors as any other health and safety risk. We are committed to promoting a positive work/life balance and it is the responsibility of both the leadership team/line managers/staff and governors to co-operate towards achieving this goal. Through the risk assessment process, The Federation of Kintore Way Nursery School and The Grove Nursery School will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as reasonably practicable.

**Arrangements for Ensuring the Health and Safety of Workers.**

The Federation of Kintore Way Nursery School and The Grove Nursery School will complete risk assessments to:

- Encourage employees/staff to accept responsibility for their own mental and physical health and to develop a responsible balanced approach to work and their personal lives.

Identify possible work-related stressors (through back to work interview, confidential reviewer, interaction with line manager/leadership team).

- Reduce identified stressors, including environmental, work organisation, and people stressors, as far as is reasonably practicable
- Treat employees with stress in the same way as those with any other occupationally induced health problem.
- Provide appropriate support for distressed employees. E.g. through own line manager or confidential reviewer.
- Ensure adequate rehabilitation of employees returning to work. E.g. phased and negotiated with individuals.
- Monitor potential stressors within The Federation of Kintore Way Nursery School and The Grove Nursery School E.g. staff well-Being survey

**SAFE SYSTEM OF WORK**

The identification and control of possible organisational stress is multi-faced. It can relate to the way The Federation of Kintore Way Nursery School and The Grove Nursery School values and manages people, particularly during times of change. In essence there should be a climate in which people have the confidence to seek assistance and discuss their work-related problems (namely through their daily line manager or confidential reviewer or the Executive Headteacher Line Managers/Leadership Team will be responsible for the following:

- Conducting stress risk assessments and implementing their findings.
- Regular staff surveys
- Ensuring good communication between leadership and staff, particularly where there are organisational and procedural changes.

- Ensuring that staff are fully trained to discharge their duties.
- Monitoring workloads to ensure that staff are not overloaded.
- Monitoring working hours and overtime to ensure that staff are not overworking.
- Monitoring holidays and encouraging staff to take their full entitlement.
- Attending training as requested in good management practice and health, safety and welfare.
- Ensuring that bullying, harassment and discrimination are not tolerated within The Federation of Kintore Way Nursery School and the Grove Nursery School and reported through the relevant channels.

Employees/Staff are responsible for:

- Recognising in themselves potential work-related stressors.
- Raising issues of concern with line managers/leadership team.
- Co-operating with management in the production of stress risk assessments.
- Co-operating with systems and procedures implemented for their protection.

The following is adhered to:

1. There is participation in decision-making, and recognition and support from difficulties encountered in the workplace. Therefore, the culture, the management style and the expectations the employer has of the employees are worthy of consideration when addressing possible work-related stressors.
2. A climate is created that provides employees with the confidence to report such incidents, and once reported to ensure there is a process for fast and adequate management of the situation.
3. Training programmes are implemented to ensure staff are competent in all aspects of their job, particularly management and communication skills. Risk assessments are completed and appropriate safe systems of work to control risk factors intrinsic to the job such as the physical working conditions; workstation design; computer-based tasks; exposure to chemical and/or biological hazards are acknowledged.
4. There is no expectation to working irregular hours or to take work home on a regular basis to meet routine workloads refer to employee/staff responsibilities).
5. A clear and universal approach is maintained to managing attendance at work and to rehabilitating employees back into full and gainful employment.

### **SUMMARY STATEMENT**

Work-related stress requires a broad-based approach to ensure that people are valued and that The Federation of Kintore Way Nursery School and The Grove Nursery School recognise that stress is real and not a weakness of the individual. To develop this, it is necessary to explore what is meant by work-related stress. There is no single agreed definition of stress. It can be considered as the response the body makes to all none-specific demands. No matter what the situation, when the perceived demand exceeds the personal coping ability and resources, the body and mind are aroused. In essence, all systems are geared up either to fight the challenge or to flee from the situation to avoid harm. This is sometimes referred to as the fight or flight response.

The physiological response can be lifesaving or, in a less dramatic way, provide the extra alertness and sharpness to improve performance - a positive response. A positive stress response is key to meeting short-term challenges such as making an important presentation or meeting a specific deadline. Negative stress is the result of attempting to cope with sustained or continual challenges such as trying to meet unrealistic time pressures or working in a perceived hostile environment - physical or mental. The employee cannot run away or fight so must suppress the body's normal or protective responses. The person then becomes distressed, eventually is exhausted, under-performs and can suffer minor and major illnesses.

In some situations the standard response of the employer is to deal with the results of stress, under-performance, aggression or absence and ignore or fail to consider the cause.

The Federation of Kintore Way Nursery School and The Grove Nursery School will endeavour to identify all work-related stressors and reduce these as far as is reasonably practicable, whilst creating a working environment in which all employees have the confidence to seek help for and discuss, any work-related problems they may have.

**The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

**Policy Name**

**Staff Well-Being and Mental Health** \_\_\_\_\_

**Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on**

**29<sup>th</sup> March 2022** \_\_\_\_\_

**Name of Governing Body Representative**

\_\_\_Teresa Ali\_\_\_\_\_

**Signature of Governing Body Representative**



**Date signed**

**29.3.29**

**Date to be reviewed: Spring 2023**