



L & E Education Ltd: Mental Health and Wellbeing Policy

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Policy	001	01.08.24	31.07.25	E. Naylor

Positional Statement

The aim of this policy is for L & E Education to establish, promote and maintain the mental health and wellbeing of all employees and learners through workplace practices, and encourage employees and learners to take responsibility for their own health and wellbeing.

This policy aims to;

- To reduce stigma around mental health in the workplace/place of learning
- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including harassment and bullying)
- To facilitate employees and learners' active participation in a range of initiatives that support mental health and wellbeing
- Increase employee and learner knowledge and awareness of mental health and wellbeing, issues and behaviours

L & E Education believes that the mental health and wellbeing of our staff and learners is key to organisational success and sustainability. L & E Education's is committed to

- Developing an ethos for staff and learners that drives positive mental health outcomes, being mindful of the impact of workloads that any initiatives may create
- Provide mental health tools and support to ensure a supportive environment
- Promote an open culture around mental health by increasing awareness, challenging stigma and empowering employees to act as role models

Responsibilities

The following responsibilities apply in relation to this policy;

- Board of Directors and SMT – has overall responsibility of the application for this policy and its approval.
- Assessors have responsibility to follow (adhere to) the policy and always apply it in the teaching sessions.
- All staff must actively support and contribute to the implementation of this policy
- All staff must complete the Mental Health Awareness CPD training as mandatory

All learners and staff are encouraged to:

- Understand this policy and seek clarification from leaders where required

- Consider this policy while completing work-related duties and at any time while representing L & E Education
- Support fellow employees and learners in their awareness of this policy
- Take reasonable care of their own mental health and wellbeing, including physical health.

Confidentiality

L & E Education recognises that respecting the privacy of information relating to individuals who have received mental health advice or maybe experiencing a mental health problem at work is of high importance.

All staff who receive information regarding the above are obligated to treat all matters sensitively and privately in accordance with L & E Education confidentiality policies and procedures. If a member of staff assesses there is a risk of harm to themselves, or another individual they must escalate the matter to the Safeguarding Lead or a member of the SMT if the Safeguarding Lead is unavailable.

L & E Education Commitment to work life balance

L & E Education is committed to improving employees work life balance and their well-being.

L & E Education ensures that timetables reflect a fair and reasonable balance of work between different employees, we will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

Meetings

L & E Education ensures that patterns of meetings are appropriate to the requirements of the whole company and that they are agreed in advance and that the pattern is adhered to. Outcomes from meetings will be clear and concise.

Individual Support and Training

Individual support, including confidential counselling is made available to employees and learners so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life.

Support at L & E Education

- Performance reviews offer the opportunity for staff to discuss with their reviewers, any concerns which they may have about their workload or ability to balance work with other aspects of their life
- Line management system in place for support
- Regular professional development sessions to support all employees

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other policies and Procedures, please contact: info@le-education.co.uk