



Wellbeing Policy

Responsible Person	Directors
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Review Date	September 2022
Review by	SP

This policy is linked to the Mental Capacity Act

Working with children and community work generate a unique kind of stress for team, but the right training can help ease the pressure. Stress is the biggest health problem facing UK workplaces including the childcare sector.

CM Sports are committed to maintaining a healthy and safe workforce environment and to take all reasonable steps to reduce health and safety risks from stress in the workplace.

This policy aims to support employees who raise concerns of stress at work through a risk-based approach, so that appropriate steps may be taken to prevent the situation from continuing or escalating.

The main emphasis of this policy is to manage work-related stress through the Health and Safety Executive Management Standards and through a five-step risk assessment process.

Any reports of stress at work will be investigated in line with this policy and individuals will be provided with appropriate support. CM Sports will ensure that adequate consultation takes place with all team on the content, implementation, monitoring and review of this policy.

This policy applies to all team employed by CM Sports. Team are expected to familiarise themselves with this policy, although it does not form part of their employment terms and conditions.

Step 1 – Initiating the stress risk assessment Management team (or their nominated representatives) should approach the team to discuss undertaking a stress risk assessment in the following circumstances:

When the management team observes possible signs of stress and changes in a team member's behaviour, morale or productivity. When the team member has approached them and raised work-related stress issues. As part of managing sickness absence where a review meeting is arranged, for example, as a result of stress being specified on a sick note. As a result of a generic risk assessment.

During the initial meeting, the management team should explain the stress risk assessment procedure to the team member and hand them the Stress Risk Assessment tools to look through.

The management team should consider whether a referral to the Occupational Health Provider may be appropriate for the team prior to the assessment meeting. Any absence due to stress will be treated as sickness absence and will be dealt with separately under the Absence/ sickness Policy.

Step 2 – Preparation for the stress risk assessment meeting, both the management team and the team member should complete the relevant Stress Risk Assessments to make sure they are supporting the team member in the correct manner.

Step 3 – At the stress risk assessment meeting, the stress risk assessment meeting should consist of:

The management team and the team member and any other members of the CM Sports team and family member of the team member (if needed)

At the meeting, the manager and team member should discuss all issues of concern from either the manager or the team member must be addressed.

CM Sports aims;

- Have an open-door policy and good communication between the management team and the team member to enable people to discuss pressure or stresses that they may be feeling.
- To create an environment where team can express concerns.
- To create a culture of work-life balance.
- To enable team to recognise when they feel pressured and take action before it builds up to harmful levels.
- To conduct and implement risk assessments which may identify control measures to reduce pressure and stresses.
- To support in the best way possible if team identify high levels of stress. This may be in the form of signposting, counselling or referring to their doctor.
- If a team member discloses concerns with their mental health or another team members, this procedure will be linked to Cm Sports safeguarding policy.

The following principles apply;

- Having regular reviews will give the team opportunities to raise concerns. However, team should know that they can speak to any of the management team at any opportunity as part of our open-door policy.
- Management team must log both holiday and sickness on records when they have been authorised and ensure that team are given every opportunity to take their holiday leave through the review system.
- Reasonable adjustments will be considered and made if possible. This may include considering flexible working.
- Risk assessments will be completed to identify risks to team health and control measures will be followed.

CM sports provide this through;

- Promoting a family community spirit throughout CM Sports
- Complete risk assessments to identify potential hazards to health and following control measures to reduce the risk.
- Completing regular reviews as well as giving regular opportunities for team to raise any concerns they may have through having an open door culture.
- Ensure team take all their holidays' entitlement. Using the absence record to log team holiday, parental leave or absences. Giving team notice of what holiday remains and how long they have to use through every review.
- Monitoring work hours and overtime.
- Keeping an open door to enable team to discuss any stress that they may be feeling and considering support to try and reduce stress if possible.
- Communicating and supporting team at work.
- Use the expressing emotions policy throughout the day and within meetings.

Connect...	With the people around you. With family, friends, colleagues and neighbours. At home, work, school or in your local community. Think of these as the cornerstones of your life and invest time in developing them. Building these connections will support and enrich you every day.
Be active...	Go for a walk or run. Step outside. Cycle. Play a game. Garden. Dance. Exercising makes you feel good. Most importantly, discover a physical activity you enjoy and that suits your level of mobility and fitness.
Take notice...	Be curious. Catch sight of the beautiful. Remark on the unusual. Notice the changing seasons. Savour the moment, whether you are walking to work, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.
Keep learning...	Try something new. Rediscover an old interest. Sign up for that course. Take on a different responsibility at work. Fix a bike. Learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy achieving. Learning new things will make you more confident as well as being fun.
Give...	Do something nice for a friend, or a stranger. Thank someone. Smile. Volunteer your time. Join a community group. Look out, as well as in. Seeing yourself, and your happiness, linked to the wider community can be incredibly rewarding and creates connections with the people around you.

The Five Ways to Wellbeing using from the new Economic Foundation we consider how engaging in these five things will be good for your mental wellbeing “Look after yourself - both body and mind, look out for each other - be caring and kind.” - Stacie Swift.

ONE WAY TO KEEP ACTIVE – Do what you can, enjoy what you do, move your mood.

ONE WAY I CAN CONNECT WITH OTHERS – Talk & listen, be there and feel connected. R

ONE WAY TO TAKE NOTICE / BE MINDFUL – remember the simple things that give you joy.

ONE WAY I CAN GIVE TO OTHERS TO – your time, your words, your presence.

ONE WAY TO KEEP LEARNING - embrace new experiences, see opportunities and surprise yourself.