

# St Alban's Pre School

## 2.7 Mental Health and Wellbeing Policy

St Alban's Pre School is committed to the protection and promotion of the mental health and wellbeing of all employees. We have a legal duty to manage risks to the health and safety of our employees.

We believe that the mental health and wellbeing of our employees is key to our sustainability and success. It is also an important factor for an individual's health and safety, social wellbeing and productivity. A positive environment benefits our employees, children and everyone with whom we work.

This policy should be used alongside other policies as necessary, including the Sickness absence, Valuing diversity and promoting inclusion and equality and induction of employees and volunteers.

### Key Principles

St Alban's Pre School will promote a culture of good mental health and wellbeing:

- Through effective communication to raise awareness and understanding about mental health and wellbeing
- By dealing with issues around mental health and stress effectively
- By providing support to staff experiencing mental health and wellbeing issues, whilst preventing discrimination ( including bullying and harassment)
- By reducing stigma around anxiety and depression in the workplace

### Procedure

We strive, as far as is reasonably practicable, to promote mental health throughout our setting by establishing and maintaining processes that enhance mental health and wellbeing.

We have appointed a Mental Health First Aider, who has undertaken a mental health first aid training course. They are knowledgeable about the early signs and symptoms of common workplace mental health conditions. Their role is to promote positive mental health and wellbeing in our setting and support employees who are experiencing mental health and wellbeing issues.

- The Mental Health First Aider for St Alban's Pre School is Elaine Mercer
- Awareness of issues associated with mental health and wellbeing is increased and the skills of managers, supervisors and staff are developed to deal with these issues.
- Managers provide non-judgemental and proactive support to employees who experience mental health problems. They are treated fairly and consistently with respect, confidentiality and without discrimination.

- All employees receive good management support, appropriate training and adequate resources to do their job.
- All employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Sufficient communication is given to ensure employees are informed about any information that may impact the organisation and their roles.
- Workloads are monitored to ensure that people are not overloaded or underutilised.
- Opportunities to enhance professional development are supported and promoted.
- Information about the Mental Health and Wellbeing policy is included in the induction programme.
- Managers identify and remedy factors that may contribute to negative mental wellbeing.
- Managers deal with conflicts effectively to ensure the workplace is free from bullying, harassment, discrimination and racism.
- A supportive environment is promoted where staff are encouraged to feedback about factors that may cause stress.
- Employees are responsible for taking reasonable care of their own mental health and wellbeing.
- Employees are expected to take reasonable care that their actions do not affect the health and safety and general wellbeing of others.
- Employees are encouraged to seek appropriate help through their GP, or a NHS or mental health support association, where necessary.
- Any personal data, including information about health, is handled in accordance with data protection requirements.
- St Alban's Pre School understands our responsibilities under The Equality Act 2010.

This policy was adopted by	St Alban's Pre School	<i>(name of provider)</i>
On	<u>23 June 2022</u>	<i>(date)</i>
Date to be reviewed	<u>23 June 2023</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	