Workplace mental health and well-being policy

Windmill Pre-School is committed to protecting the health, safety and welfare of its employees and recognises the importance of promoting positive mental health and well-being, whilst ensuring that employees work in a professional but supportive and caring environment.

Windmill Pre-School recognises that mental health problems and stress can affect anyone regardless of their position or background. This policy applies equally to all employees.

In undertaking its duties with regards to Mental Health and Well-being Windmill Pre-School will aim to:

* Reduce the stigma around mental ill-health
* Positively promote and safeguard the mental health and wellbeing of its employees and prevent stress by promoting a supportive workplace culture based on trust, support and mutual respect, where employees are able to talk openly about their job and their mental health and report difficulties without fear of discrimination or reprisal
* Create an environment that supports and encourages good mental health amongst our employees
* Ensure that The Leadership Team is equipped to appropriately respond to disclosures which supports Windmill Pre-School’s commitment to mental health and well-being
* Provide appropriate support for all employees with ill-mental health and associated problems
* Identify workplace stressors through measures such as the Wellness Action Plans (WAPS) to eliminate or control the risks from stress
* Educate the workforce about the advantages of good mental well-being and its influence over the quality of working and personal life
* Reduce the levels of absence as a result of increased healthy mental well-being amongst employees
* Demonstrate that the workforce is valued and the work-life balance is respected by the support of good mental health and physical activity
* Eliminate from the workplace, stressors which can have a detrimental effect on employees’ well-being. Examples of these are:
* Bullying
* Harassment
* Discrimination (sexual, religious, political, ethnicity)
* Victimisation

In terms of The Health and Safety at Work Act 1974, employers have a general duty to ensure, as far as reasonably practicable, the health of their employees at work. This includes taking steps to make sure they do not suffer stress related illness as a result of their work.

Management of Health and Safety at Work Regulations 1999: The main provisions of these regulations regarding stress are; a duty to assess risk, apply principles of prevention, ensure employee’s capability to undertake work tasks and provide suitable training.

The Equality Act 2010 aims to remove discrimination. Under the Act, a person is disabled if they ‘have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities’.

This policy will relate only to the part that covers disability and in particular mental health and harassment.

To successfully implement this policy we will:

* Ensure through our recruitment processes that we ensure that the role fits the person.
* Ensure through our recruitment processes that no one is disadvantaged in obtaining employment or progressing in the setting on the grounds of their mental health.
* Provide employees with an induction training programme that includes the benefits of good mental health awareness.
* Provide access to mental health awareness training for employees if requested.
* Link to local and national campaigns to promote positive mental health.
* Encourage early reporting of any issues in the workplace which may affect employee’s mental health.
* Encourage early reporting of any existing mental health issues which our employees may be suffering from in order for us to be able to provide confidential support and any workplace adjustments in a timely fashion.
* Ensure that employees have opportunities to raise issues through, supervisions, appraisals and informal meetings.

**This policy was reviewed with no amendments on 20th February 2022**

**Bryony Smith – Chair of Windmill Pre-School Management Committee**

**…………………………………………………**

**Claire Baker – Manager of Windmill Pre-School**

**…………………………………..**