



Name of Policy:	Date written: Sept 21
Wellbeing of Staff Policy	Review: Sept 2023
Written by/Reviewed by:	Review: Nov 2024

Policy Statement

At Young Friends Kindergarten, we prioritize the well-being of our staff as essential to maintaining a positive and effective working environment. We are committed to supporting both personal and professional growth, fostering a strong sense of belonging, and promoting a healthy work-life balance for all employees.

Purpose and Scope

Our goal is to ensure all staff feel supported, valued, and safe. We promote a culture of openness where emotional well-being is prioritized, and work-life balance is respected. This policy outlines the internal and external resources available to support the well-being of our team.

Applicability

This policy applies to all employees, including full-time, part-time, and bank staff.

Emotional and Mental Health Support

- Staff are encouraged to raise concerns early, ensuring everyone feels happy, safe, and supported.
- New staff are introduced to the Social Hub and Family platforms, with mentoring provided to support their integration and help them build strong connections with the team.
- Management and leaders organize regular social events and celebrate key milestones that highlight our roles and ethos, fostering team bonding and pride in our work.
- Open communication is encouraged, but work-related discussions should be kept within work hours to respect personal time.
- Personal matters can be escalated to Leaders for additional guidance and support when needed.

Work-Life Balance and Communication Policy

- Home time is respected as rest time. Staff are discouraged from discussing work outside of work hours unless urgent.
- Adhering to our Communication Policy ensures that work-related matters are handled during work hours. Clear boundaries are essential for promoting mental well-being and ensuring that personal time is reserved for rest and relaxation.

Flexible Support and Team Community

- Holidays and time off are structured and monitored to ensure sufficient staffing levels, maintaining well-being in the workplace and preventing burnout.
- Team members show flexibility by stepping in where needed, including taking on roles that relieve stress for others or filling gaps in staffing. This flexibility ensures the well-being of the entire team.
- We encourage staff to look out for signs that a colleague may be struggling and to offer help when needed. We foster an environment where people feel comfortable asking for assistance, and we actively support each other.
- Our team operates with a community mindset. We are mindful of each other's well-being and step in whenever we notice a situation may be challenging for someone, always ready to offer help to maintain balance and harmony.

Employee Benefits Discount Portal

Through our exclusive Employee Benefits Discount Portal, all staff members have free access to a wide range of genuine retail discounts, allowing you to make savings across various products and services. This benefit strengthens our employee package with no added cost to you, enhancing your personal and professional experience as part of our team.

Morton Michel Employee Assistance Programme (EAP)

What is the EAP?

The EAP provides 24/7 confidential support for all staff, offering assistance in several key areas:

- **Emotional and Mental Health Support:** Access to counseling (phone, online, or face-to-face) for mental health concerns, stress, anxiety, or other emotional challenges.
- **Legal and Financial Advice:** Expert advice on financial management, legal matters, debt, and housing.
- **Health and Well-being Guidance:** Practical advice on managing physical health, stress, and overall well-being.
- **Family and Relationship Support:** Guidance on family matters, parenting, and relationship challenges.
- **Workplace Support:** Help with managing workplace stress, workload challenges, and interpersonal conflicts.

Accessing the EAP

- **Phone Support:** Call **0333 234 3357** for confidential, round-the-clock help.
- **Online Support:** Access resources, counseling, and advice through Morton Michel's Employee Benefits portal.

This service is completely confidential, and no information will be shared with management unless staff choose to disclose it. Staff do not need management approval to access the EAP, allowing them to seek help independently whenever necessary.

In-House Support

In addition to the EAP, we offer in-house support through our open-door policy. Staff are encouraged to approach the management team with any concerns or challenges they face, both personal and professional. We are here to listen, offer support, and work together to resolve issues.

Supervision, Appraisals, and Training

- Regular supervision sessions and appraisals are conducted to ensure every staff member feels valued and supported.
- Opportunities for Continuous Professional Development (CPD) are provided, helping staff to grow professionally and enhance their skills.
- Leaders provide ongoing supervision and maintain strong connections with their teams to ensure tailored guidance and support.

The Environment

- We provide a dedicated staff room for breaks, encouraging staff to rest and recharge.
- Staff are encouraged to take walks during breaks and enjoy fresh air in our beautiful woodland garden, which promotes calm and mindfulness.
- A tidy, clutter-free environment is key to reducing stress and supporting mental clarity. All staff are responsible for helping maintain a clean, organized workspace.
- Staff have a quiet dedicated work room to complete tasks whilst keeping a focused mind.

Confidentiality

The well-being of our staff is of utmost importance, and we are fully committed to ensuring that all conversations and matters discussed are treated with the strictest confidentiality. Whether accessing internal or external support services, staff can rest assured that all discussions will remain confidential unless they choose to share details with management.

Management always maintains professional standards during personal meetings:

- Meetings concerning personal or sensitive matters will take place behind closed doors in the office to ensure privacy.
- Conversations about individual staff members or personal issues will only occur in appropriate settings, such as scheduled meetings, and never outside the office environment.
- We are committed to keeping professional boundaries clear, always respecting the confidentiality of all staff.

These practices are in place to foster trust, professionalism, and ensure that all staff feel safe and respected within the workplace.

External Support Links

- [ACAS: Work and Employment Law Advice](#)
- [Morton Michel Employee Assistance Programme](#)

Relevant Policies and Documents

- Staff Code of Conduct
- Bullying and Harassment Policy

- Communication Policy
- Staff Supervision and Appraisal Policy
- Sustainability Policy

Authorised By:

Signature:

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Founder and CEO

Young Friends Kindergarten

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