



Wellbeing of Staff Policy

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Next Review Due: July 2026

Our Values

At Young Friends Kindergarten, staff wellbeing is not a benefit — it is a priority. We believe that emotionally regulated, calm, and confident adults create the best environments for children. Our team culture reflects our values of respect, authenticity, and collective care.

- Sustainability – Wellbeing is long-term, not short-term burnout management
 - Respect – We speak kindly, listen well, and protect each other's time and energy
 - Authenticity – We mean it — we don't do surface-level wellbeing measures
 - Supportive Leadership – Everyone has a voice and is heard
 - Community – We function as a team — no one is expected to manage alone
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Policy Statement

This policy sets out how we protect the emotional and physical wellbeing of our staff. We provide real support — not token initiatives — and expect all team members to take responsibility for caring for themselves and others.

This policy applies to all staff: full-time, part-time, office, and bank.

Emotional and Mental Health Support

- All staff are encouraged to raise concerns early — wellbeing is a collective responsibility
 - New staff are guided through a full induction with support on Family, our Social Hub, and peer mentoring
 - Office managers maintain strong relationships with their floor teams — supervision is regular and meaningful
 - Personal challenges can be shared with a leader in confidence and without fear of judgement
 - Open conversations are encouraged during working hours — home time is for rest
 - Milestones are celebrated and small wins matter — we reflect on them together
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Boundaries and Work-Life Balance

- Staff are not expected to respond to messages outside of working hours
 - WhatsApp or group chats are used with respect and restraint
 - All communication and workload expectations are managed clearly by floor leaders and the office
 - Home time is protected as personal time unless urgent cover is being sought
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Flexible Support and Culture of Care

- Only one person per floor is ever allowed on holiday at the same time — managers are included in this, so when one manager is away, only one other person in the setting is allowed off
- Staff step in when needed — not because they're expected to do more, but because they're part of something bigger
- Everyone is trained to notice signs of stress in each other and respond kindly

- We operate as a genuinely coherent team — not a collection of individuals
 - Emotional regulation and co-regulation are not just for children — they are for us too
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Employee Benefits Portal

- Staff have access to a wide range of genuine retail discounts through our Employee Benefits Portal — this adds real value with no cost to the individual
 - This platform also links to wellbeing tools and national guidance
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Morton Michel Employee Assistance Programme (EAP)

Available to all staff — confidential and 24/7. Includes:

- Emotional Support – Counselling and mental health advice (phone, video, or face-to-face)
 - Legal and Financial Guidance – Housing, debt, budgeting, employment rights
 - Family and Relationships – Parenting, elder care, separation
 - Workplace Support – Managing workload, confidence, conflict resolution
 - Access – Call 0333 234 3357 or visit the online portal (no manager permission needed)
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In-House Leadership Support

- The management team operates an open-door policy
 - Conversations are confidential and professionally held behind closed doors
 - Any discussion of a personal nature will never take place in front of others
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Supervision and Professional Growth

- Supervision and appraisals are regular, responsive, and collaborative
 - CPD is meaningful — we fund and promote opportunities that match individual goals
 - Feedback is constructive, kind, and ongoing
 - Observations are used to support, not scrutinise
 - Time is protected for team members to study or complete work without being interrupted
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Environment and Daily Wellness

- We provide:
 - A calm, tidy staff room
 - A quiet workspace for admin and reflection
 - All staff are expected to maintain a tidy, clean environment — clutter contributes to stress — this includes both the staff areas and those for children
 - Breathing, regulation, and mindfulness strategies are encouraged for staff as well as children
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Team Bonding and Social Connection (New Section)

We recognise that strong relationships between colleagues contribute directly to wellbeing and to the quality of our work with children. We actively encourage:

- Regular Staff Socials — Optional get-togethers such as after-work drinks, shared meals, or seasonal celebrations to strengthen relationships outside the work environment.
- Collaborative Staff Meetings — Interactive, solution-focused, and giving everyone the opportunity to contribute ideas.
- Shared Celebrations — Acknowledging birthdays, personal milestones, and professional achievements.
- Buddying and Peer Support — Pairing new staff with an experienced colleague to help them settle in.
- Cross-Room Collaboration — Opportunities for different room teams to work together on projects, share ideas, and learn from each other.

These activities are more than social extras — they strengthen trust, improve communication, and create a resilient, supportive culture where everyone feels valued.

Confidentiality and Professionalism

- Personal conversations are handled with discretion and professionalism
 - Leaders never discuss a staff member's wellbeing with others without consent
 - We hold clear boundaries — respect and trust are at the heart of our culture
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Linked Policies

- Staff Code of Conduct
 - Bullying and Harassment
 - Communication Policy
 - Supervision and Appraisal
 - Sustainability
 - Sickness and Absence
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External Support Links

- [ACAS](#)
 - [Morton Michel EAP](#)
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Signed:

 *Louise Lloyd-Evans*

Owner and Director

Young Friends Kindergarten

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