Belsay Daycare Ltd
Staff Health and Wellbeing Policy

Policy statement

Belsay Daycare has a duty to make sure that staff are supported and encouraged to develop personally and professionally. We recognise that staff wellbeing is important to children's care, learning, development and wellbeing, and to the setting's effectiveness. We are committed to implementing this policy so that staff are supported to manage the demands in their working lives and are treated fairly and consistently. We also recognise our responsibility to identify and reduce work-related risks to physical and mental health.

Aims of the policy

- To develop a healthy, motivated workforce who can provide high quality care, learning and development that meets the individual needs of each child.
- To help make sure that our setting promotes the health and wellbeing of all staff, recognising the impact work can have on stress levels and on mental and physical health.
- To recognise that excessive hours and unmanageable workload can be detrimental to staff health and effectiveness, and to agree flexible working practices where possible without compromising children's safety, care, learning and development.
- To communicate the importance of a work-life balance to all staff, and to make sure that all policy updates are communicated regularly.
- To respond sensitively to external pressures which affect the lives of staff.
- To keep staff safe from violence and aggression at work, and to support them fully when it happens.
- To provide staff with training to deal positively with stressful incidents and give them confidence to deal with emergencies.
- To improve staff development, co-operation and teamwork by creating effective leaders.
- To make staff aware of the channels they can use to manage stress or work-related health and wellbeing issues.

Roles

The committee

- Takes overall responsibility for implementing this policy and making sure that staff enjoy a reasonable work-life balance.
- Adopts appropriate policies on family-friendly employment, including part-time and flexible working, where this can be done without detriment to the operational requirements of the setting.
- Makes sure that clear procedures are in place to minimise the stress caused to staff by formal procedures such as the Staff Disciplinary Procedures.
- Provides a range of ways for staff to be involved in the setting's decision making.
- Reviews the demands on staff and seeks practical solutions wherever possible.
- Provides personal and professional development, such as stress management and team building.

- Makes sure that staff are protected from violence and aggression at work, and reviews a summary of incidents at each committee meeting.

The manager

- Makes sure that all staff enjoy a reasonable work-life balance and leads by example in this regard.
- Supports the committee in implementing strategies to manage and, where necessary, reduce employee stress, preventing unnecessary stress and keeping work-based pressure at a productive, healthy level.
- Adopts the setting's policies and gives clear guidance on time off for public or trade union duties, or for personal reasons.
- Makes sure there is clear communication between staff and management about all areas of work life.
- Creates reasonable opportunities for staff to discuss concerns, in an environment where stress is not considered a weakness.
- Makes sure that all staff are aware of, and trained in line with, the setting's priorities and are offered opportunities for development.
- Monitors and reviews any measures that are planned and assesses their effectiveness.
- Carries out and reviews risk assessments for work-related stress and for violence and aggression at work, in consultation with staff and the committee. In assessing work-related stress, the manager considers the six HSE Management Standards areas: demands, control, support, relationships, role and change.
- Appoints a staff wellbeing co-ordinator who makes sure that the health and wellbeing of all staff is supported, promoted and valued, and that policies and procedures reflect this aim.
- Makes individual interventions such as short-term rehabilitation and return to work plans, and longer-term reasonable adjustments to work.
- Signposts any member of staff who needs additional support to the relevant agency.

Staff members

- Make themselves aware of the setting's staff handbook.
- Help develop good practice and make sure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.
- Ask their manager for help or support if required, raising issues at the earliest possible moment so that effective strategies can be put in place to manage workloads or other work-related pressures. If the concern relates to the manager, staff may raise it with the chair of the management committee or another nominated trustee.
- Identify opportunities for development and take advantage of those offered.
- Apply for leave of absence in advance and are honest about sickness absence.
- Share their views, ideas and feelings about the setting at formal meetings and informal gatherings.
- Report every incident of violence or aggression towards them, however minor it seems.

Violence and aggression towards staff

Staff should never have to accept violence or aggression at work, whether it comes from a child or an adult. When a child is aggressive, staff follow the Behaviour Management and Staff Behaviour Policy (12).

- Staff record every incident in the Incident Log, and in the accident book if they are hurt, in line with our Recording and Reporting Accidents and Incidents Policy (30). The manager is told the same day.
- A member of staff who has been hurt or shaken is offered first aid, a chance to step away from the room while cover is arranged, and a debrief with the manager or a behaviour lead within two working days.

- Lisa and Joana, as behaviour leads, review the child's behaviour plan and risk assessment so that staff are not exposed to the same risk again. They may recommend additional controls or that the manager considers suspension. Any decision to ask parents to collect a child after a serious incident, or to suspend a child, is made under the authority and procedure set out in the Behaviour Management and Staff Behaviour Policy (12).
- Staff are not left to manage a child with a history of serious aggression on their own.
- Where an adult is aggressive or abusive, the manager may ask them to leave the premises and, if necessary, call the police. The committee may restrict an adult's access to the setting where behaviour is persistent or serious.
- Work-related violence that causes physical injury is treated as an accident for RIDDOR purposes. The manager applies the current RIDDOR reporting criteria and timescales, including reporting specified injuries and injuries that prevent a worker from carrying out their normal duties for more than seven consecutive days. Injuries causing more than three consecutive days' incapacity are recorded even where they are not reportable.
- The manager gives the committee an anonymised summary of incidents at each meeting, so that trustees can see patterns and make sure staff have the support and resources they need.

Actions to support new staff

- All staff are given a setting orientation by the manager.
- All new staff receive the staff induction pack and staff handbook, which include all important policies, or their location, including this policy.
- All staff are made to feel welcome and given as much support as they need.
- At the end of their first week, new staff have a review with a senior member of staff.
- All new staff have a three-month review with the manager. Further reviews may be scheduled at six months and at one year.

Support for staff

The manager and management committee encourage an atmosphere where all staff feel comfortable asking for help or raising concerns. They are sensitive to problems which may cause staff stress and act in a professional, fair, consistent and timely way when a concern arises.

The setting supports any member of staff facing high levels of stress at work, or other work-related issues which are affecting, or could affect, their health and wellbeing. The options for dealing with these issues are discussed with the member of staff and may include adjustments to work, occupational health advice, counselling or other external support where available. Throughout, the setting respects the staff member's privacy and dignity, maintains confidentiality, upholds their rights and deals with them with tact and sensitivity.

Our Stress Policy (48) gives further guidance on recognising and managing stress and is read alongside this policy.

Procedures to promote staff wellbeing

- Daily communication between the manager and the staff team.
- Continuing professional development for all staff.
- Regular one-to-one supervision and performance management, providing a confidential opportunity to discuss workload and wellbeing, professional development, children's wellbeing and any safeguarding concerns.
- Annual appraisals.
- All staff invited to relevant training and CPD days.

- Recognition of staff birthdays and special occasions.

Approval and review

Version	2.2, October 2026 (replaces June 2022 version)
Effective from	20 October 2026 (approved by the management committee)
Review date	September 2027
Policy number	47
Signed on behalf of the committee	 **Adam Goldwater**, Chair of Trustees Date: 21 October 2026
Signed on behalf of the staff	 **Lisa Mulholland**, Manager Date: 21 October 2026
Related policies	Health and Safety Policy (5); Safeguarding Policy (8); Behaviour Management and Staff Behaviour Policy (12); Recording and Reporting Accidents and Incidents (30); Stress Policy (48); Staff Disciplinary Procedures
Charity number 1124855	Ofsted registration number EY403336