

The Island Day Nursery – Mental Health and Well Being Policy

Introduction

The Island Day Nursery recognises that promoting mental health and wellbeing of the workforce is important for individual's physical health, social wellbeing and productivity. This policy applies to all our staff and aims to ensure that staff are appropriately supported in their workplace.

The World Health Organisation defines mental health as: *"A state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community"*.

Policy Statement

It is the policy of The Island Day Nursery to:

1. Promote mental health and wellbeing through its policies and staff supervisions
2. Provide a work environment that promotes and supports mental wellbeing for all employees
3. Provide a work environment in which staff with have mental health difficulties receive suitable support and advice to allow them to carry out their job effectively
4. Prevent as far as is possible those circumstances detrimental health and well being
5. Support staff returning to work after a period of absence due to mental health problems

Objectives

As an employer we aim to create and promote a work place environment that supports and promotes the mental well being of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing. As an employer we aim to create and promote a culture where employees are able to talk openly about their mental health without fear of discrimination or reprisal.

Procedures

We follow these procedures to promote positive mental health and wellbeing in our setting:

- Develop a work culture where everyone is treated with respect and dignity and issues such as harassment are not tolerated
- Promote a management style that encourages participation, delegation, constructive feedback, mentoring and coaching
- Ensure managers and leaders are able to motivate employees and provide them with the training and support they need to develop their performance and job satisfaction
- Ensure that managers are able to identify and respond with sensitivity to employees' emotional concerns and symptoms of mental health issues
- Ensure staff have a manageable workload
- Ensure that staff have the right level of skills for their job
- Ensure a programme of supervisions where staff can talk openly about their mental health and stress factors both in and out of work
- Recognise factors that can trigger a decline in mental health (Appendix A)
- Recognise the early warning signs of mental ill health (Appendix B)
- Support staff who are experiencing negative mental health with a support plan (Appendix C)
- Signpost staff to appropriate support services

DURING THE CORONAVIRUS PANDEMIC STAFF WILL BE REGULARLY REMINDED OF THE FREE COUNSELLING SERVICE ON OFFER TO THEM. STAFF WILL ALSO BE SIGNPOSTED TO OTHER MENATL HEALTH/SUPPORT HOTLINES AND WEBSITES I.E. MINDED/SAMARITANS

DURING ANY PERIODS OF ISOLATION ALL STAFF ARE OFFERED A VIRTUAL SUPERVISION TO CHECK IN WITH THEIR MANAGER/COLELAGUES

AFTER ANY PERIODS OF ISOLATION STAFF RECEIVE A BACK TO WORK CHAT WITH THE LNE MANAGER/MANAGER TO DISCUSS PHYSICAL AND MENTAL HEALTH

Persons responsible for implementing this policy:

- Newport – Heather Bishop/ Erica Dunwell/ Rosalind Moreno
- Sandown – Erica Dunwell/ Heather Bishop
- Wootton – Rebecca Kujabi/ Erica Dunwell

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Appendix A – Factors that can trigger a decline in mental health

- Starting a new job
- A first job
- Poor relationship with the line manager or boss
- Getting married
- Coping with increased workload or promotion
- Bereavement
- Having children
- Health scares
- Physical illness
- Divorce or relationship breakdowns
- Financial concerns
- Redundancy or a fear of redundancy
- Family concerns
- Trauma
- Neglect or abuse in childhood
- Body chemistry
- Substance misuse

Appendix B – Early warning signs of mental ill health

- Not getting things done, missing deadlines or forgetting tasks
- Erratic or unacceptable behaviour
- Irritability, aggression, tearfulness
- Complaining about the workload
- Being withdrawn and not participating in conversations or out of work activities
- Increased consumption of caffeine, alcohol, cigarettes and/or sedatives
- Inability to concentrate
- Indecision
- Difficulty remembering things
- Loss of confidence
- Unplanned absences
- Arguments/conflicts with others
- Taking on too much work and volunteering for every new project
- Being adamant they are right
- Working too many hours – first in, last out/emailing out of hours or while on holiday
- Being louder or more exuberant than usual
- Negative changes to ways of working or socialising with colleagues
- Constant tiredness
- Sickness absence
- Being run down and frequent minor illness
- Difficulty sleeping
- Weight loss or gain
- Lack of care over their appearance
- Gastrointestinal disorders
- Rashes/eczema

