

Ballymena Nursery Wellbeing Policy.

Introduction

Ballymena Nursery School is committed to protecting the health, safety and welfare of all staff as far as is reasonably practicable. All staff includes teaching and non-teaching staff. The school ensures that issues of inclusion, equality, and diversity inform policy and practice relating to staff health and well-being.

Staff health, safety and well-being are prioritised and promoted through opportunities for personal and professional development and agreed policies and procedures. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The nursery reviews and offers both formal and informal opportunities for whole school communication to ensure that all staff feel valued and have a voice within the nursery school eg. Regular staff meetings, minutes of meetings, dissemination of information from training, e-mails, weekly diary of events on the staff room wall calendar, and opportunities for all staff to write on the staff calendar their views, worries or concerns and resources requested. The nursery school will keep channels of communication under review.

This policy will apply to everyone in the School. All staff are responsible for its implementation and the School is responsible for providing the necessary resources such as personal diaries.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The School will strive to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with governors on all proposed action relating to the prevention of workplace stress.
- The School will provide training for the principal and teaching staff in good management practices. Opportunities will be provided for whole staff training from Aware, Mood Matters and Power Boost your Mood, rest and relaxing techniques.
- The School will signpost staff affected by stress caused by either work or external factors to confidential counselling.
- The School will ensure that the roles and responsibilities of all governors, teaching staff, support staff, volunteers and students are clear in order to maximise effectiveness and minimise stress.
- The School will provide adequate resources to enable staff to implement the schools Wellbeing Policy.

Responsibilities for implementing the Well-being policy

Principal

- Avail of training on stress management and relaxation techniques. Dissemination of training and embedding into practice. Implement recommendations
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes. All new members of staff will be provided with useful and relevant information to enable them to feel secure and welcomed into the team, the school and the community.
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful staff and personal developmental opportunities
- Monitor workloads to ensure that people are not overloaded
- Monitor working hours and overtime to ensure that staff are not overworking
- Attend training as requested in good management practice and health and safety
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant, available, responsive and pro-active by offering and providing additional support to a member of staff who is experiencing stress in work or outside of work e.g. bereavement or separation
- Liaise with the Staff on the development and implementation of the well-being policy
- Ask for honest/direct or indirect feedback

Principal / Occupational health and outside agencies

- Provide specialist advice and awareness training on stress
- Train and support managers in implementing stress risk assessments
- Support individuals who have been off sick with stress and advise them on their management on a planned return to work
- Refer to workplace counsellors or specialist agencies as required
- Monitor and review the effectiveness of measures to reduce stress
- Inform more senior/experienced colleagues in confidence and if appropriate the Chair or the Board of Governors in a need to know basis of any changes/ developments/ support required in reducing stress at work

Human Resources Education Authority

- Give guidance to managers on the stress policy
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and individuals on training requirements
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate

Employees

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity
- Co-operate with the School's efforts to implement the Well-being policy, attending briefings and raise their own awareness of the causes and effects of stress on health
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being
- Take responsibility for their own health and well-being by adopting healthy lifestyles
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team to reduce their risk of stress
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues
- Raise issues or concern through regular staff meetings, their line manager or occupational health
- Accept opportunities for counselling or relaxation therapies/strategies when recommended

Monitoring and reviewing the Staff Well-being policy

The Principal will provide regular updates to the governing body on Staff Well-being. The Well-being policy will be reviewed every three years by the principal in conjunction with staff and the Board of Governors with any necessary revisions or amendments being made as appropriate.