



Mental Health and Wellbeing

Purpose

The purpose of this policy is for our Nurseries to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

We believe that the mental health and wellbeing of our staff is key to organisational success and sustainability.

We will celebrate World Mental Awareness week 11th to 17th May and Mental Health Day on the 10th of October.

Goals

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees of all our Nurseries including contractors, casual staff, and visitors.

Responsibility

All employees are encouraged to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing our Nurseries.
- Support fellow workers in their awareness of this policy.
- Support and contribute to our Nurseries aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- Take reasonable care of their own mental health and wellbeing, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its goals
- Manage the implementation and review of this policy.

Communication

Our Nurseries will ensure that:

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are informed when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.
- Staff will do a Staff health and wellbeing form every few months.

Our Health and Wellbeing Officers are:

Ark Day Nursery: 1st Michaela Dewhurst and 2nd Hettie Jowett

Broomfield Private Day Nursery: 1st Maxine Walker and 2nd Bethaney Johnson

Willows Private Day Nursery: 1st Kirstie Bannon and 2nd Debra Day

This policy was adapted on:	Signed on behalf of the nursery:	Date for review
May 2021	Claire Smith	May 2022
May 2022	Vicky Sheard	May 2023
May 2023	Vicky Sheard	May 2024
January 2024	Rebecca Barron	January 2025
January 2025	Rebecca Barron	January 2026
June 2025	Zoe Goodchild	June 2026
March 2026	Zoe Goodchild	March 2027
April 2026	Vicky Sheard	April 2027 (added info)