

MENTAL HEALTH & WELLBEING POLICY

Purpose

The purpose of this policy is for New Millside Pre-School 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. New Millside Pre-School believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.

Named Health and Wellbeing Co Ordinator: Stephanie Raby & Georgina Gardner

Goals

New Millside Pre-School:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment). Management will support this through regular individual supervision and one to one meetings with staff and ensure that they are easily accessible and approachable to staff members.
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours, promoting a culture of discussion and understanding and providing relevant training for all staff.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees and volunteers of New Millside Pre-School including casual staff.

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 New Millside Pre-School.
- support fellow workers in their awareness of this policy
- support and contribute to New Millside Pre-School's 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

New Millside Pre-School 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.

Monitoring and review

New Millside Pre-School will review this policy six months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from staff and management
- review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.