



## Health Procedures

### **Staff mental health and wellbeing**

Hythe Bay Children's Centre is committed to the protection and promotion of the mental health and wellbeing of all employees. We have a legal duty to manage risks to the health and safety of our employees.

We believe that the mental health and wellbeing of our employees is key to our sustainability and success. It is also an important factor for an individual's health and safety, social wellbeing and productivity. A positive environment benefits our employees, children and everyone with whom we work.

#### **Key principles**

Hythe Bay Children's Centre will promote a culture of good mental health and wellbeing:

- through effective communication to raise awareness and understanding about mental health and wellbeing
- by effectively dealing with issues around mental health and stress
- by providing support to staff experiencing mental health and wellbeing issues, (including bullying and harassment) whilst preventing discrimination
- by reducing stigma around anxiety and depression in the workplace

#### **Procedure**

We strive, as far as is reasonably practicable, to promote mental health throughout our setting by establishing and maintaining processes that enhance mental health and wellbeing.

- Awareness of issues associated with mental health and wellbeing is increased and the skills of managers, supervisors and staff are developed to deal with these issues.
  - Managers provide non-judgmental and proactive support to employees who experience mental health problems. They are treated fairly and consistently with respect, confidentiality and without discrimination.
  - All employees receive good management support, appropriate training and adequate resources to
- Charity Number: 1175752 Ofsted number: EY556679

do their job have a clearly defined role within the organisation and a sense of control over the way their work is organised.

- Sufficient communication is given to ensure employees are informed about any information that may impact the organisation and the roles of the individual.
- Workloads are monitored to ensure that people are not overloaded or under utilised.
- Opportunities to enhance professional development are supported and promoted.
- Information about the Mental health and wellbeing policy is included in the induction programme.
- Managers identify and remedy factors that may contribute to negative mental wellbeing.
- Managers always do their best to ensure that conflicts are dealt with effectively to ensure the workplace is free from bullying, harassment, discrimination and racism.
- A supportive environment is promoted where staff are encouraged to feedback about factors that may cause stress.
- Employees are responsible for taking reasonable care of their own mental health and wellbeing.
- Employees are expected to take reasonable care that their actions do not affect the health and safety and general wellbeing of others.
- Employees are encouraged to seek appropriate help through their GP, or a NHS or mental health support association, where necessary.
- Any personal data, including information about health, is handled in accordance with data protection requirements.
- Hythe Bay Children's Centre understands our responsibilities under The Equality Act 2010.