



Staff Wellbeing Policy

At Rocks Lane Montessori and Ravenscourt Park Montessori, we aim to ensure that our team of teachers maintain high levels of wellbeing, are supported and encouraged to develop in their profession of Montessori teaching, and work in an environment defined by mutual respect. We aim to manage stress effectively, and to avoid undue stress in the workplace. We recognise that staff wellbeing is critical to pupil achievement and the school's performance.

This Policy specifically covers our approach to stress, which involves looking at:

- The amount of work a person is expected to undertake and the time provided
- The satisfaction derived from that work
- The way in which that person's work is valued by others
- The esteem in which that person is held by others
- The individual's self-esteem
- An understanding of the stress that is involved in caring for young children
- An understanding of how stress levels can vary throughout the school.

Our aims

The aims of this Policy are to:

- To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils.
- To help ensure that our school promotes the health and wellbeing of all staff members, recognising the impact that work can have on employees' stress levels, mental and physical health.
- To agree on flexible working practices where possible
- To communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- To respond sensitively to external pressures which affect the lives of staff members.
- Experience level of stress that are not inappropriate with the maintenance of good health.
- To provide staff with training to deal positively with stressful incidents, and provide them with a sense of confidence to deal with emergencies via training.
- Have the opportunity to relax regularly within work, and to relax out of nursery hours without constantly worrying about their work and the work of the nursery.
- To that there is clear communication between staff and management with regards to all areas of school life.
- To create opportunities for employees to discuss concerns in an environment where stress is not considered a weakness.
- To make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.
- Have the opportunity to feel positive and proud about their work and the work of the nursery so that they can feel that the stress that they have experienced has been worthwhile.
- Develop a responsible attitude and understanding towards the stress levels of colleagues so that they can support and help colleagues who appear to be suffering from undue levels of stress.
- Develop a responsible attitude and understanding towards signs of stress in children which may be an indication of abuse or neglect.

Practical actions to support staff

These are the practical actions we will take to ensure this Policy comes to life:

- All staff will be given a full induction by the Nursery Manager.
- All new staff will receive the staff induction pack/staff handbook and full access to policies relating to their employment.
- All staff will be made to feel welcome and given as much support as required.
- On a monthly basis, new staff will have a review with a senior member of staff, with a probation review at the end of the first term. After the first term, staff will have a Supervision on a termly basis, but can request a meeting at any time.
- Each team member will have a clear role description, termly goals, and opportunities for training to pursue nursery goals or individual points of interest.
- Staff members will talk daily, and ensure that there is an opportunity whenever needed for private conversations.
- Team meetings are held weekly which provide a further opportunity for team support and reflection.
- Social events will be offered for the team to strengthen their relationships.
- We will recognise staff on their birthday or special occasions, and will aim to recognise religious celebrations whenever we feasibly can within the nursery schedule.
- Providing a well-ordered environment in which all are fully aware of behavioural expectations
- Offering equal opportunities in all aspects of nursery life and recognising the importance of different cultures
- Encouraging, praising and positively reinforcing good relationships, behaviours and work.

Procedures for handling issues of wellbeing

These are the procedures for handling issues of wellbeing:

- Our nursery will encourage the creation and maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns. The team should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.
- Our nursery will provide support to any employees facing high-levels of stress inside or outside the workplace, as well as other work-related issues which have negative impacts on the staff member's health and wellbeing. The various options for dealing with such issues should be discussed with staff members where appropriate. In some cases, this may include external support such as the teacher helpline or support from the Local Authority.
- We will ensure that at all times the staff member's privacy and dignity is respected. This means maintaining confidentiality, upholding the employee's rights and dealing with the employee with tact and sensitivity.
- We will endeavour to identify sources of stress in the workplace using stress auditing and subsequently address areas of concern with the prime purpose of achieving a healthy workforce.
- We will providing appropriate training for staff.

Date: November 2020

Our Staff Wellbeing Policy will be reviewed annually.