

Employee Mental Health and Wellbeing Policy

Pavilion Preschool recognises that supporting the mental wellbeing of our employees is vital for both individuals and the setting. Mental wellbeing significantly contributes to overall health, safety, social wellbeing, and productivity. By promoting good mental health, the positive outcomes extend to individuals, their families, and the wider community.

A positive, supportive culture around mental wellbeing benefits everyone and should be embedded throughout the setting. Every employee can contribute to mental wellbeing in the workplace, helping to foster a safe, inclusive, and productive environment. Through this, we can also better support those who have experienced mental health challenges in the workplace, ensuring access to employment opportunities and ongoing assistance.

Purpose of this Policy:

This policy outlines our commitment to creating an environment that promotes and supports the mental health and wellbeing of all employees. It also ensures that individuals experiencing mental health difficulties are treated with respect, confidentiality, and without discrimination.

This policy applies to all employees at Pavilion Preschool. Its principles should also inform our interactions with those outside the organisation, where relevant.

Policy Aims:

Pavilion Preschool aims to:

- Promote the mental health and wellbeing of all staff through effective communication and implementation of good practice.
- Increase awareness and understanding of mental health and wellbeing among staff, while equipping managers and the leadership team with the knowledge and skills to address related issues.
- Provide appropriate support to employees experiencing mental health difficulties, including during periods of absence and upon their return, while preventing discrimination.

Achieving the Policy Aims:

We are committed to promoting a culture of good mental health and wellbeing through the following measures:

- Raising awareness and understanding of mental health through open and effective communication.
- Creating a workplace culture that supports good mental health at all levels of the organisation.
- Listening to staff feedback, adapting workplace policies as needed, and evaluating the effectiveness of those policies.

Supporting Our Staff:

To support mental health and wellbeing, Pavilion Preschool will:

- Offer flexible working arrangements where possible.
- Foster a culture that does not tolerate bullying, harassment, discrimination, or racism.
- Provide training to raise awareness of common stressors, such as excessive workload.
- Ensure that managers and leadership team understand their responsibilities in maintaining a supportive work environment.
- Encourage open discussions around mental health and ensure staff feel safe to disclose difficulties without fear of judgement.
- Offer proactive and compassionate support to staff experiencing mental health challenges, both in and outside of the workplace.

When an employee is experiencing mental health difficulties, Pavilion Preschool will:

- Share information about external support organisations and encourage seeking help through services such as the NHS or relevant mental health charities.
- Where possible, continue employment with suitable adaptations to the role.
- Collaborate with employees to create a personalised “Return to Work Plan” following absence due to mental ill-health.
- Identify and address any workplace factors contributing to poor mental health.
- Approach all mental health-related issues with sensitivity, respecting individuals’ confidentiality and dignity.
- Operate within the legal framework of The Equality Act 2010.

Reducing Stress in the Workplace:

Reducing workplace stress is a core part of our mental health strategy. Pavilion Preschool will:

- Clearly communicate workload expectations that are realistic and manageable.
- Encourage staff to raise concerns about workload or pressure points with the manager.
- Provide sufficient training and support to enable staff to meet the demands of their roles.
- Ensure clear, ongoing communication regarding changes within the organisation that may impact staff.
- Ensure managers and leadership team are equipped to support staff and uphold this policy through their management practices.

Responsibilities

Managers and leadership team:

- Ensure staff are made aware of this policy during induction and know how to access it thereafter.
- Actively promote a culture of mental health and wellbeing.
- Monitor and evaluate the policy's impact on staff and provide feedback to management.

All Employees:

- Read and understand this policy and seek clarification where needed.
- Actively contribute to a culture of wellbeing in the workplace.
- Take personal responsibility for their own health and wellbeing.
- Ensure their actions do not negatively affect the wellbeing of colleagues.
- Raise concerns or request help from the manager or a member of the leadership team.

Communication:

Pavilion Preschool will provide all employees with a copy of this policy during induction and ensure it remains accessible throughout their employment. Staff will be kept informed of any updates and encouraged to provide feedback or suggestions for improvement.

Monitoring and Review:

This policy will be reviewed annually or sooner if required due to staff feedback or changes in legislation. The review will assess whether the policy's aims are being achieved and whether the measures in place remain effective.

Effectiveness will be monitored through:

- Staff feedback, performance appraisals, return-to-work meetings, and exit interviews.
- Sickness absence and staff turnover data.
- Case reviews where mental health support has been provided.

This policy was adopted on 24/04/2025

Signed my chair of trustees.....

Signed by Preschool Manager.....