

COLLEGES NURSERY AND FAMILY CENTRE

STAFF HEALTH AND WELL-BEING POLICY

Colleges Nursery and Family Centre is a Health Promoting School and has identified Staff Health and Wellbeing as an important part of its work to ensure a happy and healthy workplace.

This policy demonstrates our commitment to staff health and wellbeing. The policy has been supported by our work through the County's Staff Wellbeing Project and by the 'Investors in People' award, gained in December 2005.

The school has been awarded National Healthy School Status in April 2007.

Key principles

- At Colleges Nursery & Family Centre the health and well-being of all staff is crucial to the overall health of the school
- All staff includes teachers, nursery nurses, teaching assistants, clerical, midday supervisory assistants and cleaning staff
- The school ensures that issues of inclusion, equality and diversity inform policy and practice relating to staff health and well-being
- Staff health, safety and well-being are prioritised and promoted through annual performance management reviews and half yearly monitoring reviews
- The nursery reviews and offers both formal and informal opportunities for whole-school communication to ensure that all staff feel valued and have a voice within the nursery school e.g. staff meetings, weekly diary on staff notice-board and staff handbook
- The nursery will keep communication channels under review, including the use of bi-annual staff surveys which identify what works well and where we need to improve our policies and practices
- Colleges Nursery & Family Centre ensures effective communication between home and school to increase support for and reduce demands on staff e.g. daily exchanges of information, newsletters and parents' notice-boards
- All staff have access to training for their personal and professional development, which enables them to carry out their job more effectively
- The school values and promotes opportunities for staff to enjoy regular social events together and celebrates staff birthdays and other special celebrations
- All new members of staff will be provided with useful and relevant information to enable them to feel secure and welcomed into the team, the school and the community through the welcome booklet, an induction process and a buddy system

Roles and Responsibilities

- The nursery has a responsibility to ensure that staff's health needs are considered by:
 - promoting a healthy work-life balance with systems to monitor and review workload
 - seeking to ensure that the physical environment takes regard of staff health and well-being
- The school ensures that all staff are informed about their rights, responsibilities and benefits as employees e.g. through the staff handbook and relevant leaflets
- The school ensures the roles and responsibilities of all governors, senior leadership, teaching staff, support staff, volunteers and students are clear in order to maximise effectiveness and minimise stress e.g. individual job descriptions and 'Roles and Responsibilities' document

- Governors and Health Promoting Group will be involved in developing, adopting and monitoring the implementation of a policy of staff health and well-being
- Each staff member has a responsibility to take care of their personal needs to keep healthy
- Staff are made aware that occupational health and other support services are available for them

June 2007