



Staff Wellbeing Policy

At Clare House Nursery, we believe that a happy, healthy and supported team is essential to providing the highest quality care and education for children.

We recognise that working in Early Years is both rewarding and demanding. Staff wellbeing is fundamental to creating a positive, safe and nurturing environment for children, families and colleagues. We are committed to promoting a culture where every member of staff feels valued, respected, listened to and supported.

We believe that wellbeing is everyone's responsibility and that by working together we can create an environment where individuals feel confident to seek support, share concerns and maintain a healthy work-life balance.

This policy should be read alongside our Staff Code of Conduct, Safeguarding Policy, Whistleblowing Policy, Equality and Diversity Policy, Managing Allegations Policy and Health and Safety Policy.

Aim of the Policy

The aims of this policy are to:

- Promote positive physical, emotional and mental wellbeing.
- Create a supportive and inclusive working environment.
- Encourage open communication and honest conversations.
- Support staff to maintain a healthy work-life balance.
- Reduce workplace stress where possible.
- Encourage reflective practice and continuous professional development.
- Promote mutual respect, kindness and teamwork.
- Ensure staff know how and where to access support.
- Foster a culture where staff feel safe to speak up without fear of judgement.
- Recognise and celebrate the contributions and achievements of every member of the team.

Our Commitment

At Clare House Nursery we are committed to:

- Treating every member of staff with dignity and respect.
- Providing a safe, inclusive and welcoming workplace.
- Promoting equality, diversity and inclusion.
- Encouraging teamwork and collaboration.
- Recognising that every individual responds differently to pressure and change.
- Supporting staff through both personal and professional challenges wherever possible.
- Listening to staff views and acting upon feedback where appropriate.
- Encouraging a healthy work-life balance.
- Providing opportunities for professional development and career progression.

Creating a Positive Culture

We strive to create a workplace where everyone feels:

- Safe.
- Valued.
- Appreciated.
- Listened to.
- Respected.
- Included.
- Supported.
- Able to be themselves.

We encourage:

- Kindness.
- Compassion.
- Open communication.
- Reflective practice.
- Teamwork.
- Professional curiosity.
- Celebrating success.
- Learning from mistakes.

Mistakes are viewed as opportunities to learn and improve, provided they are reported honestly and managed appropriately.

Speaking Up

Staff are encouraged to raise concerns, ask questions and seek support whenever needed.

No concern is considered too small.

Managers will always aim to listen without judgement and work collaboratively to identify appropriate support.

Staff can seek support regarding:

- Workload.
- Stress.
- Mental health.
- Physical health.
- Safeguarding concerns.
- Team relationships.
- Personal circumstances affecting work.
- Professional development.

Concerns may be raised with:

- Nursery Manager.
- Deputy Manager.
- Room Leader.
- Designated Safeguarding Lead.

- Committee/Trustees (where appropriate).

The nursery will always treat concerns sensitively and confidentially wherever possible.

Professional Curiosity and Team Support

At Clare House Nursery, we believe that looking after one another is just as important as looking after the children.

We encourage staff to demonstrate professional curiosity not only in safeguarding children but also in supporting colleagues. We foster a culture where team members respectfully check in with one another, offer support when someone appears overwhelmed and feel confident to ask, "Are you okay?" or "Is there anything I can do to help?"

By maintaining an open, honest and supportive environment, we can identify concerns early, reduce stress and ensure everyone feels safe, valued and supported.

Work-Life Balance

We recognise the importance of maintaining a healthy balance between work and home life.

Where operationally possible, Clare House Nursery will:

- Encourage staff to take annual leave.
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- Ensure staff receive appropriate rest breaks.
- Promote realistic workloads.
- Consider flexible working requests in line with business needs.
- Encourage staff to take annual leave to rest and recharge.
- Provide additional annual leave above the statutory entitlement as part of our commitment to recognising and rewarding our staff.
- Ensure staff receive appropriate rest breaks throughout the working day.
- Promote realistic workloads and a supportive working environment.
- Consider flexible working requests in line with the needs of the nursery.
- Wherever reasonably practicable, make every effort to accommodate medical, hospital, dental and other healthcare appointments during working hours, recognising the importance of staff maintaining their own health and wellbeing. Staff are encouraged to provide as much notice as possible to enable appropriate staffing arrangements to be made.

Mental Health and Emotional Wellbeing

Mental health is as important as physical health.

We encourage staff to:

- Speak openly if they are struggling.
- Access appropriate professional support where required.
- Seek reasonable adjustments if needed.
- Support one another without judgement.

No member of staff will be treated less favourably because they have experienced mental health difficulties.

Physical Wellbeing

The nursery encourages staff to:

- Maintain good hydration.
- Eat regular meals.
- Follow safe moving and handling procedures.
- Report injuries promptly.

Professional Working Relationships

At Clare House Nursery, we believe that positive professional relationships are essential to creating a supportive and successful workplace. Staff are expected to treat colleagues with kindness, honesty and respect, communicating professionally at all times. We encourage teamwork, collaboration and the sharing of good practice, while resolving any differences respectfully and constructively. By working together and valuing one another's contributions, we create a positive environment where staff feel supported and children receive the highest quality care.

Bullying, harassment, discrimination or victimisation will not be tolerated. Gossip, negativity, disrespectful behaviour or actions that undermine colleagues have no place within our nursery and are inconsistent with our values.

Team Building

At Clare House Nursery, we recognise the importance of spending time together away from the workplace to strengthen relationships, improve communication and support staff wellbeing. Each year, we hold a dedicated Team Building Day, providing staff with the opportunity to come together in a relaxed and enjoyable environment while taking part in a range of activities such as pottery, team sports, map reading and other collaborative challenges. These experiences encourage teamwork, build trust, celebrate individual strengths and help create a positive, supportive culture that benefits both our staff and the children in our care.

Supervision and Professional Development

Regular supervision provides opportunities to:

- Reflect on practice.
- Celebrate achievements.
- Discuss wellbeing.
- Identify training needs.
- Raise concerns.
- Set achievable goals.

Wellbeing will form part of every supervision meeting.

Recognition and Appreciation

At Clare House Nursery, we recognise that feeling appreciated contributes significantly to staff wellbeing.

We will celebrate:

- Individual achievements.
- Team successes.
- Long service.
- Professional qualifications.
- Positive feedback from families.
- Personal milestones where appropriate.

Staff Responsibilities

Every member of staff has a responsibility to:

- Look after their own wellbeing.
- Support colleagues.
- Speak up if they need help.
- Report concerns appropriately.
- Maintain professional boundaries.
- Treat others with kindness and respect.
- Contribute positively to the team culture.
- Participate in wellbeing initiatives where appropriate.

Monitoring Wellbeing

The Nursery Manager will monitor staff wellbeing through:

- Supervision meetings.
- Staff questionnaires.
- Informal conversations.
- Team meetings.
- Absence monitoring.
- Return-to-work meetings.
- Observation of workload and working practices.

Where concerns are identified, appropriate support will be offered wherever reasonably practicable.

Our Wellbeing Promise

At Clare House Nursery, we understand that caring for young children begins with caring for the people who care for them.

We are committed to creating a workplace where everyone feels safe to ask for help, confident to share ideas, and supported through both the challenges and successes of working in Early Years.

By working together with kindness, respect and compassion, we create a positive environment where staff can thrive, children flourish and families feel confident in the care we provide.

