



STANDARD 5 – Staffing

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Standard 5.4 – Managing stress & Well-being in the workplace

Horsted Keynes Preschool values each of our employees and the contribution they make to our work. We realise that stress and stress-related illness can prevent people from performing to the best of their ability and can affect their general health and wellbeing.

Horsted Keynes Preschool is committed to meeting our employer's duty under the Management of Health and Safety at Work Regulations 1999 to assess the nature and scale of risks to health in the workplace, which includes those of a psychological nature and to introduce control measures to eliminate or reduce that risk.

Horsted Keynes Preschool recognises the challenges (both organisational and personal) associated with identifying stress and discussing it openly, and aims to support employees and managers in meeting these challenges. The primary purpose of this policy is to set out procedures and practices that have been designed to help managers and their staff identify and deal with stress related problems as part of a joint responsibility for their health and safety and wellbeing.

This will be achieved by:

- Providing a healthy work environment where workplace stress is identified and avoided, where possible;
- Provide an open, supportive culture which promotes personal wellbeing, where those affected by stress are encouraged to discuss problems and possible solutions constructively and where managers and staff work together to identify and prevent stress in the workplace;
- Increasing awareness and understanding of stress related issues through training and the promotion of staff wellbeing;
- Providing access to external support services (e.g. confidential counselling and occupational health) as appropriate.

Stress, for the purposes of this policy, is described as the adverse reaction people have to excessive pressure or other types of demand placed upon them, whether it be caused by work or personal circumstances. This definition makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating and motivating) and work-related stress, which is the natural but distressing reaction to perceived demands or "pressures" that an individual cannot cope with at a given time. It should be noted, however, that people react to pressure and demands in different ways. As such, care must be taken to avoid making uninformed assumptions about particular individual's ability to cope with a situation. Stress is not in itself an illness, but if prolonged or intense, it can induce or contribute to ill health. Horsted Keynes Preschool recognises that it has a legal and moral duty to protect the health, safety and welfare of its staff. As such, any contravention of this policy will be considered a serious breach of health and safety practice, and may result in disciplinary action against those involved.

Accountability

The Manager/Chair is responsible for ensuring that the policy is implemented, regularly reviewed and updated and that employees receive appropriate training on the application of this policy. The Chairperson is responsible for ensuring that Managers and staff are fulfilling their requirements of this policy and must lead by example in respect of best practice. Managers have a joint responsibility with staff to identify and assess the potential risks arising from stressful situations in the workplace and prevent stress as far as is reasonably practicable. If a member of staff shows signs of stress, or is returning from a period of sickness absence where stress was stated as the cause or a contributing factor towards the absence, the line manager should have a discussion with the individual and follow the procedure set out below.

Additionally, it is the responsibility of the Manager to undertake the discussions as directed, and to identify and report potential stress hazards that become apparent from supervisory meetings, return to work interviews, and in their day-to-day dealings with staff under their responsibility. Managers are responsible for raising concerns regarding stress either through the procedure outlined in this policy, the Preschool's grievance procedure, or directly to the Committee. All employees and their manager share responsibility for identifying workplace stress and working together to manage it, so it is important to be aware of the symptoms and acknowledge the effects of stress, so that any issues can be addressed effectively.

Process

What to do if you believe you may be experiencing symptoms of stress There are many things you can do to relieve the symptoms of stress. Advice produced by the Health and Safety Executive outlines some of them. A copy of this is available by downloading a copy directly from the HSE website: <http://www.hse.gov.uk/stress/mymental.html>

If none of these measures are effective or appropriate in your situation, the following steps should be taken:

If you notice symptoms of stress in yourself or experience any health issues which affect your work, you should consider discussing this with your manager in the first instance. If your immediate line manager may be a possible source of the stress then the Chairperson should be contacted.

If you decide that this is not appropriate, or you feel that the matter requires additional professional guidance, you should contact HR.

Where a member of staff indicates on a self-certificate that they consider their absence from work to be due to work related stress, or where a GP indicates on a Form Med 3 "fit note" that a member of staff is, or has been, affected by work-related stress, the Chairperson will consult with the Manager to formulate a response. The member of staff affected by work related stress, or reporting a possible case of work related stress, has the right to be accompanied by another member of staff at any meetings held with him or her under this procedure. Where a member of staff is absent from work or on sick leave, such meetings will not be held until the person has returned to work, or is ready to return to work. However, this should not prevent other aspects of the investigation from proceeding.

How Horsted Keynes Preschool will respond

Managers play an important intermediary role between the employee and the organisation and early intervention is key. The sooner action is taken, the better the chances are of the individual making a full and speedy recovery. HKPS is obligated, by law, to assess the risk of stress-related ill health arising from work activities and take action to control that risk. Therefore, before any action is taken the Manager should take advice from the Chairperson. When it is brought to the attention of the Manager that a member of staff has symptoms of stress, including frequent short-term absences, which is affecting their work or could lead to their work being affected, the following steps are to be taken, ensuring the Committee is advised in the first instance for monitoring purposes.

Step 1

The manager should try to work out what factor or factors are causing the stress by arranging an informal and supportive meeting with the member of staff and, if they choose, another member of staff.

The member of staff should be given the opportunity to ask for the meeting to be at home (if the member of staff is currently signed off at the time), in the workplace, or other appropriate venue instead. As the purpose of this stage is to keep the discussion as informal as possible, it is not entirely necessary for either party to be accompanied unless there are exceptional circumstances, or if the visit is to take place at the employee's home address. During this meeting, the Manager should seek to identify the nature of the problem by completing a "Stress Management – Individual Needs Assessment" form.

The manager should investigate the circumstances in a confidential manner, including taking account of matters such as workload, actual working practices, incidents, appropriate training, control measures identified by risk assessments, and the observations of any witnesses. The aim is to identify any workplace hazards that may be causing or lead to work related stress and to identify possible solutions. All discussions with the individual concerned should be carried out in a relaxed and sympathetic manner. In consultation with the affected member(s) of staff, appropriate steps to eliminate or control the hazard that is causing the stress will be identified, noted and mutually agreed on the form. Where appropriate, the matter may at this stage be referred to another procedure to deal with the source of the problem (e.g. to take disciplinary action if the stress is being caused by bullying). The Chairperson is available to provide guidance and assistance where necessary.

Step 2

After the meeting, the manager will review the notes taken from the meeting and make note to arrange any further meetings if necessary. The manager will then inform the Chairperson and, if necessary, the HR team, of the situation and of the steps being taken to resolve the matter and any agreed review dates to ensure the stress is being managed effectively.

Step 3

There will always be action to be taken. Even if a solution cannot be provided, the Manager can assist in reducing the effects of stress in the workplace by providing the member of staff with their support. At Supervision meetings, discuss and record the progress the member of staff has made, agree any further actions, and set a further review date, if necessary. If both the manager and the member of staff consider the matter requires additional professional guidance, reference should be made to the Chairperson who may, depending on circumstances, signpost the staff member to an external third party.

Step 4

Provided the stress is being managed promptly and effectively, the effects of stress should not normally affect an individual's health or career prospects. Wherever reasonably practicable, a member of staff experiencing excessive and sustained symptoms of work related stress will have their work adapted. In any such cases, a joint strategy will be agreed with the employee concerned, the Manager and the Chairperson.

Return to Work Policy

Any member of staff ready to return from any period of sickness absence as a result of work related stress will be offered a return to work meeting, in line with the agreed 'Sickness Absence Policy', during which time a "Stress Management – Individual Needs Assessment" will be conducted. The purpose of this will be to outline the measures that have or will be taken to eliminate or control the hazards that led to the stress. This may also involve discussing an initial return to work on a programme of reduced hours or days per week gradually building up to a full return. Where the member of staff requests, this meeting may take place at their home or another suitable venue away from the working environment. Another staff member may also accompany the member of staff.

Training and Guidance


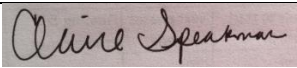

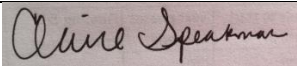
Horsted Keynes Preschool will ensure that training courses and guidance are made available to raise awareness of this policy and to assist staff in managing personal stress. Training and guidance will also be provided for the Manager to enable them to implement this policy, to assess their own behaviour as a possible source of stress at work, and to develop strategies that prevent the incidence of work related stress.

Monitoring and Review

The Chairperson will receive regular reports from the Manager on any potential or actual incidences of stress and review this policy accordingly. This may also include reports on sickness levels, working time and any incidences of high staff turnover.

Health Promotion

As part of its commitment to the health, safety and well-being of its staff, the Preschool will through its policies and practices, help to promote good health.

This policy was adopted by	Horsted Keynes Preschool
On	1 st September 2017
Reviewed 1 st Sep 2018	 
Reviewed 1 st Sep 2019	
Reviewed 1 st Sep 2020	
Reviewed 1 st Sep 2021	
Reviewed 1 st Sep 2022	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman