

# Staff Wellbeing Policy

## 1. Policy Statement

We recognise that staff wellbeing is essential to providing high-quality care and education for children. Kidzproof Ltd is committed to creating a positive, supportive working environment where staff feel valued, respected, and able to maintain good physical and mental health.

This policy applies to all staff, students, volunteers, and agency workers.

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## 2. Aims of the Policy

- To promote positive mental health and wellbeing
  - To create a supportive and inclusive workplace culture
  - To reduce work-related stress
  - To ensure staff feel confident to raise concerns
  - To support staff during periods of difficulty
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## 3. Responsibilities

### Management

- Promote a positive work-life balance
- Ensure workloads are manageable
- Provide access to supervision and support
- Address concerns promptly and fairly

### Staff

- Take reasonable care of their own wellbeing
  - Support colleagues and promote a positive environment
  - Raise concerns early with management
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## 4. Supporting Mental Health & Emotional Wellbeing

Kidzproof will:

- Encourage open conversations about wellbeing

- Provide regular supervision and appraisal meetings
- Offer additional support following challenging incidents
- Signpost staff to external support services where appropriate

Staff are encouraged to speak to the manager or designated wellbeing lead if they feel overwhelmed or stressed.

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## **5. Physical Wellbeing**

Kidzproof will:

- Provide regular breaks during working hours
- Ensure safe working practices and risk assessments
- Promote good posture and safe manual handling
- Maintain a safe, clean working environment

Staff are expected to follow health and safety guidance and report concerns promptly.

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## **6. Workload & Work-Life Balance**

We aim to:

- Ensure fair and realistic staff rotas
  - Limit excessive paperwork where possible
  - Support flexible working requests where operationally feasible
  - Respect time off and annual leave
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## **7. Training & Professional Development**

Kidzproof supports wellbeing through:

- Access to relevant training and CPD
  - Support for role development and career progression
  - Clear expectations and feedback
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## 8. Managing Stress & Absence

- Staff are encouraged to discuss stress-related concerns early
  - Reasonable adjustments will be considered where possible
  - Return-to-work meetings will be supportive and confidential
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## 9. Respect, Inclusion & Positive Workplace Culture

Kidzproof is committed to:

- Treating all staff with dignity and respect
  - Promoting equality, diversity, and inclusion
  - Addressing bullying or harassment promptly
  - Encouraging teamwork and mutual support
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## 10. Confidentiality

All wellbeing discussions will be treated confidentially and shared only on a need-to-know basis.

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## 11. Monitoring & Review

This policy will be reviewed regularly to ensure it remains effective and responsive to staff needs.

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**Policy Review Date:** December 2025

**Signed (Manager/Owner):** Nichola O'Regan