**St Joseph’s Pre-school Playgroup**

**Health, Safety and Well-being of Staff Policy**

St Joseph’s Pre-school Playgroup aims to:

* Ensure, so far as is reasonably practicable, the health, safety and wellbeing of all staff

**Health**

All staff are encouraged to walk regularly as part of maintaining a healthy lifestyle. We have a commitment to promoting healthy eating for both children and staff. Staff are encouraged to have a varied and balanced diet. Staff are given guidelines for the food and drinks they consume when they eat with the children; this is to encourage healthy eating and ensure that staff are role models for the children.

**Ventilation/Heating/Cooling**

We have UPVC windows (installed in 2010) which all open effectively to provide fresh air. The building was built from scratch in 2010 and is insulated to required levels. We have combined heating/air-conditioning units in the main room and in the office which have thermostatic remote controls to enable comfortable temperatures to be maintained. In the winter months, these units are set to come on before staff arrive, so that the rooms warm up. We have wall mounted electric heaters in the bathrooms and the lobby area.

We are required under the Early Years Foundation Stage to ensure that children have outdoor play opportunities on a daily basis (unless weather conditions make this dangerous). This is made clear to staff and they are required to wear appropriate clothing in order to facilitate this. We encourage staff to have wellington boots kept at the setting for muddy weather and to wear warm/waterproof coats as necessary. In very hot weather we do not stay outside for long periods between 11am and 3pm unless we are under our shaded deck area.

We have roller blinds on the main playroom windows to shield staff and children’s eyes from bright sunlight.

All staff have to declare any relevant health issues during Supervision sessions.

**Lighting**

We have indoor lighting which meets our requirements and complied with relevant legislation when the building was created in 2010. Any faulty lights are fixed promptly.

**Cleanliness and waste materials**

We have hygiene procedures and all staff follow these in order to contribute to keeping the setting clean. We have a constant supply of anti-bacterial soap and hot water. We have hand-driers and clean towels/paper towels available at all times.

**Furniture**

Adult seating suitable for working at a desk is provided in the office. Children’s seating which is also suitable for adult use is provided in the main playroom. Staff are expected to use children’s seating in order to be at the child’s level as is good practice when working with this age group, unless medical problems mean this would be problematic. Desks are provided in the office for a surface to write on or rest a laptop or tablet on.

**Maintenance**

We have a maintenance record and a pool of suitable tradesmen to enable problems to be rectified as soon as possible.

**Access**

The main school is responsible for keeping access clear to our site. We ensure that our pathway provides adequate space for pedestrians and buggies to travel along.

**Transparent doors**

We have full length double doors in our main entrance which always have posters/notices on them which draw attention to them.

**Toilets**

We have a disabled toilet suitable for staff use with a lockable door, wash basin and suitable disposal facilities for sanitary products.

**Drinking water**

We have a constant supply of drinking water and cups for staff to help themselves to.

**Clothing**

We have a washing machine and a drying rack for clothes if staff need to use these. The disabled toilet or office can be used for staff to change clothes; both have a lock on the door. We have space in the office for staff to store spare clothing if required.

**Facilities for rest and to eat meals**

We have a no smoking policy and smoking is not permitted in the school grounds.

Staff have suitable seating in the office to use during break times.

Bullying and harassment

Statement of intent

Bullying and harassment are unlawful, are in no-one’s interest and will not be tolerated in this workplace. Decisions will not be taken on the basis or whether someone submitted to or rejected a particular instance of harassment. Bullying or harassment of staff by parents/carers or visitors to the organisation will not be tolerated. Regular communication between senior staff and other employees in the form of informal conversations and more formal Staff Supervision sessions and a general culture of openness help prevent incidences of bullying and harassment.

*Definitions/descriptions*

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Sexual harassment is specifically outlawed by the Equality Act 2010, as is harassment of a sexual nature related to gender reassignment. Bullying and harassment may be treated as disciplinary offences and dealt with under the setting’s Disciplinary and Grievance Procedure.

Bullying and harassment generally means something that has happened to an employee that is unwelcome, unwarranted and causes a detrimental effect. However, if employees complain they are being bullied or harassed, then they have a grievance which will be dealt with regardless of whether or not their complaint accords with a standard definition. Any disclosures of bullying and harassment will be treated confidentially as far as possible.

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the ‘grey’ areas that cause most problems. Here are some examples of unacceptable behaviour:

* spreading malicious rumors, or insulting someone (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief)
  + copying memos/emails or other communications that are critical about someone to others who do not need to know
  + ridiculing or demeaning someone – picking on them or setting them up to fail
  + exclusion or victimization
  + unfair treatment
  + overbearing supervision or other misuse of power or position
  + unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
  + making threats or comments about job security without foundation
  + deliberately undermining a competent worker by overloading and constant criticism
  + preventing individuals progressing by intentionally blocking promotion or training opportunities.

Mental health awareness

This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

Promotion of mental wellbeing Promoting the mental wellbeing of all staff through:

* providing information and raising awareness about mental wellbeing
* providing opportunities for employees to look after their mental wellbeing
* promoting policies and practices that promote wellbeing.

Management skills - Developing skills for managers and supervisors to:

* promote the mental wellbeing of employees
* deal with issues around mental health and stress effectively.

Support - Providing support to employees through:

* providing a work environment that promotes and supports mental wellbeing for all employees
* offering assistance, advice and support to people who experience a mental health problem while in employment
* support for staff returning to work after a period of absence due to mental health problems.

Employment - Helping people get back to work after a period of absence due to mental illness through:

* recruitment practices
* making reasonable adjustments
* retaining staff who develop a mental health problem.

Objectives - To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.

[Find local Minds - Mind](https://www.mind.org.uk/information-support/local-minds/)

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

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Name: Chloe Standing

Role: Manager

Date: 12.09.23