

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.

Staff Well-being Policy

Introduction

At Busy Bees Preschool, we are committed to supporting and promoting the health, safety, and emotional well-being of all staff. We recognise that our team is our most valuable resource. A positive working environment is essential to delivering high standards of care and education to children. This policy is in line with the Statutory Framework for the Early Years Foundation Stage (EYFS), legal workplace requirements, and safeguarding standards.

Aims

- Encourage constructive and respectful working relationships.
- Support staff in maintaining a healthy work-life balance.
- Promote a culture of openness where staff feel safe to share concerns.
- Create a positive, respectful environment where all staff are valued.
- Ensure well-being is prioritised within leadership and management practices.
- Provide professional development and personal support.

Staff Responsibilities

All staff have a shared responsibility for maintaining their own well-being. This includes raising concerns with management, engaging in open communication, and supporting each other. Staff are expected to treat one another with kindness, dignity, and respect.

Management Responsibilities

The setting will:

- Provide safe and healthy working conditions in line with legal obligations.
- Ensure well-being is a standing agenda item at meetings.
- Offer access to professional development and training.
- Provide access to external support services including counselling and health advice.
- Maintain regular contact with staff on long-term leave and provide return-to-work support.

Well-being Support and Monitoring

We will:

- Conduct regular well-being chat opportunities
- Review staff workloads and working hours routinely.
- Act on feedback from staff and adapt practice to support staff welfare.
- Provide opportunities for staff to raise issues individually or in group settings.
- Ensure regular, supportive supervision and appraisals.

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- Support flexible and compassionate responses to personal or family challenges.

Promoting Connection and Culture

- Maintain a staff WhatsApp group for informal support.
- Celebrate staff birthdays and milestones.
- Encourage a culture of teamwork and peer support.
- Offer flexible time off for personal matters when possible.

Review and Evaluation

This policy will be reviewed annually or in response to changes in national or local guidance, legislation, or significant staff feedback.

This policy was adopted at a meeting of _____ *(name of provider)*

Held on _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____