



Bizzy Bees Pre-School CIO  
Memorial Hall Bedford Road  
Wootton  
Bedford  
MK43 9JB  
Tel: 01234 767785

Website: [www.bizzybeespreschool.org](http://www.bizzybeespreschool.org)

Email: [hello@bizzybeespreschool.org](mailto:hello@bizzybeespreschool.org)

Charity Number: 1172751

Ofsted: EY556019

---

## 6.10 Mental Health and Well-being Policy (Staff)

### Policy Statement

"Mental health is a 'state of well-being' in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community" – The World Health Organisation.

### Aim

Bizzy Bees Pre-School is committed to ensuring the health, emotional and physical well-being and work life balance of all staff members is maintained. We believe that not only does every child matter, but we also believe every person matters. Everyone must take responsibility for their own work-life balance and be aware of the role model they are setting for others.

The setting promotes a friendly, caring, family ethos where the staff all work as a team to support each other across all areas of life. This culture is very paramount throughout, and the caring atmosphere is reflected through the physical environment, and our unique happy team.

Many factors in the workplace influence the mental well-being of staff. Understanding and addressing the factors which affect people's mental well-being have a wide range of benefits, both for the individual and the setting. Addressing workplace mental well-being can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.

### Policy aims to

- Minimise the harmful effects of stress
- Provide effective support for all staff
- Support staff achieve an appropriate work-life balance
- Take a positive and understanding approach to the management of stress in line with current good practise
- Respect confidentiality
- To develop a culture based on trust, support and mutual respect. We aim to create and promote an environment where employees can talk openly about their



Bizzy Bees Pre-School CIO  
Memorial Hall Bedford Road  
Wootton  
Bedford  
MK43 9JB

Tel: 01234 767785

Website: [www.bizzybeespreschool.org](http://www.bizzybeespreschool.org)

Email: [hello@bizzybeespreschool.org](mailto:hello@bizzybeespreschool.org)

Charity Number: 1172751

Ofsted: EY556019

---

employment and mental health concerns and report these difficulties without fear of discrimination or judgement.

### **Policy Actions**

- To provide half-termly confidential well-being meetings for staff to talk about any issues
- To give non-judgemental and proactive support to individual staff who experience mental health problems
- Deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace
- Give new staff a comprehensive induction programme providing an understanding of the setting, the policies and procedures, and the role they are expected to carry out.
- Ensure staff suffering from mental health problems are treated fairly and consistently and are not made to feel ashamed or guilty
- Encourage staff to consult their own GP, or counsellor of their choice
- To treat all matters of mental health problems in the strictest confidence and to share on a 'need to know' basis, only with consent from the individual concerned.
- To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

### **The management and responsibility**

- Ensure staff are provided with resources and training required to carry out their role.
- Ensure staff are provided with meaningful developmental opportunities
- Organise training and awareness courses on workplace well-being
- Provide advice and support to employees in relation to this policy
- Monitor levels of sickness absence, which is related to mental health problems, including stress related illnesses
- Monitor working hours and overtime to ensure that staff are not overworking
- To ensure staff are appreciated

For general information:

- Bedfordshire Wellbeing service  
Gilbert Hitchcock House. MK402AW  
Telephone: 01234 880400



Bizzy Bees Pre-School CIO  
Memorial Hall Bedford Road  
Wootton  
Bedford  
MK43 9JB

Tel: 01234 767785

Website: [www.bizzybeespreschool.org](http://www.bizzybeespreschool.org)

Email: [hello@bizzybeespreschool.org](mailto:hello@bizzybeespreschool.org)

Charity Number: 1172751

Ofsted: EY556019

- 
- Samaritans  
[www.samaritans.org](http://www.samaritans.org)  
telephone: 116123 or 03300945717
  - Mind BLMK  
[www.mind-blmk.org.uk](http://www.mind-blmk.org.uk)  
telephone: 0300 3300648  
email: [hq@mind-blmk.org.uk](mailto:hq@mind-blmk.org.uk)  
The Rufus Centre  
Steppingley Road  
Flitwick  
MK45 1QAH
  - Rethink Mental Illness  
[www.rethink.org](http://www.rethink.org)  
telephone: 0300 50009727  
email: [advice@rethink.org](mailto:advice@rethink.org)

### Self-help apps

- Samaritans
- Chat friends
- Wysa
- Moodnotes
- Be okay
- Holisticly