

Wellbeing Policy



This policy has been updated in light of the COVID pandemic.

Aim:

- Venture Kids is committed to protecting the health, safety and welfare of all its employees.
- We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.
- This policy will apply to everyone in the company.
- Managers are responsible for implementation and the company is responsible for providing the necessary resources.
- **In light of the COVID pandemic it is essential that mental wellbeing of staff and children is recognised and opportunities to discuss concerns, worries and anxieties are available.**

Definition of stress

- The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Procedure:

Managers

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and additional hours to ensure that staff are not overworking.
- Monitor holidays to ensure a good work/life balance is being achieved.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Employees

- Raise issues of concern with your manager.
- Accept opportunities for counselling when recommended.
- Aim to achieve a harmonious work/life balance.
- Share concerns about colleagues with your manager.

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
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