



## 41. Mental Health Policy

Mental health and wellbeing is a part of our lives that needs to be nurtured and taken care of, just as much as our physical health. A decline in mental health can happen to anyone at any time and we aim to take steps to reduce the risk to all involved within the Pre-School community.

### Aim of Policy

The purpose of this policy is to ensure the mental health and well being of all staff and children is a priority.

Seer Green Pre-school is committed to the protection and promotion of the mental health and wellbeing of everyone, including volunteers, committee members and parents.

We shall continuously strive to support all concerned by providing a mentally healthy environment and by minimising harmful processes and behaviours that may cause a decline in a person's mental health. We aim to develop a supportive culture, addressing any factors which may negatively affect the mental well-being of a person associated with the Pre-School.

We recognise that whilst mental ill health can occur from inside or outside the working environment, we have a responsibility to provide support and make adaptations if they are required.

### Methods

- Promote awareness and understanding with the aim of reducing stigma and discrimination.
- Ensure all staff complete up to date Mental Health Action Plans on their own mental health and provide the opportunity for further discussion if they so wish.
- Highlight our Open Door Policy and ensure that all staff, parents and committee members are aware of this.
- Have open ideas with regards to hours and shifts for staff, with a willingness to be flexible when required.

- Ensure all staff's job descriptions are clear and defined, with responsibilities outlined.
  - Provide support and understanding to all staff on a daily basis but also if their mental health has been impacted for any reason.
  - Manage any conflict between staff in an effective manner, ensuring that both parties, regardless of position or rank, are listened to and have their chance to share their feelings and side of events.
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- Ensure all employees are given the opportunity to share their ideas and opinions and that these ideas will be listened to and respected.

### **Guidance**

Any employee facing mental illness will be treated with care and respect. Any information they chose to share, (where safeguarding policy will not be affected) will be kept completely confidential and not be shared with any other employee. They will not be discriminated against nor will they be ridiculed.

All employees of the Pre-School are valued and their mental wellbeing is a priority. Bullying and/or discrimination of any kind will not be tolerated in the workplace. Actions will be taken against any person who chooses to inflict this behaviour on another and appropriate support will be offered and actioned to the person(s) on the receiving end.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on  
(date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Chairperson)

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This policy was reviewed as indicated below:

*2024 created*