Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.6 Mental Health & Well-being Policy

Policy statement

We are committed to the protection and promotion of Mental Health and Well-being of both our staff and children. We shall continue to strive to improve the mental health environment and culture of the organisation by identifying, eliminating, isolating or mimising all harmful; processes, procedures and behaviours that may cause psychological harm or illness to our employees and children. We shall continuously strive as far as is reasonably practicable, to promote mental health throughout our organisation by establishing and maintaining process that enhance mental health and well-being. Our Mental Health and Well-being Policy promotes and supports the health and well-being of staff, it supports the needs for physical exercise and healthy eating choices.

- Mental health can be defined as the capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face.
- Mental health problems have causes including stressors within the workplace and the outside world. The most common mental health problems in the workplace are stress, anxiety and depression. These can result in poor working relationships, errors and accidents, absenteeism and high staff turnover.
- Recent trends indicate that mental illness in the workplace is increasing. It has been suggested that mental health problems are an increasing cause of injury, illness and absences across the UK.
- The potential benefits of mental health promotion include increased productivity and loyalty, reduced absenteeism and staff turnover. The employee experiences enhanced wellbeing, which also impacts on physical wellness and family life.

Procedures

The commitment from employees and employers to the following principles will facilitate the achievement of this policy.

Objectives

1. Mental Well-being

1.1 To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff.

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any staff member experiencing a mental health issue
- Give all staff access to the mental health policy

- Deliver a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play
- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensuring all staff have clear job descriptions, objectives and responsibilities as well as training to do their job well
- Ensuring good communication between managers, senior staff and staff teams.

1.2. To provide support and guidance for any member of staff experiencing mental health issues.

- Check how working conditions and the organisation policies are having an effect on mental health
- Ensure staff members with mental health issues are treated fairly and without judgement
- If a team member had been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters of mental health in strictest confidence.

1.3. To encourage the employment of people who have experience mental ill health

- Ensure that staff involved in the recruitment process are aware of mental health issues and the Disability Discrimination Act.
- Ensure that a staff member has received mental health first aid training or have the skills to manage mental health in the workplace.

1.4. To recognise that workplace stress is a health and safety issue.

- Identify workplace stress factors/scenarios and carry out risk assessments of the business
- Provide training in good management practices
- Provide resources to help managers implement the company's workplace mental health and well-being policy
- Offer support through a confidential qualified mental health first aider

2. Physical activity

2.1. To raise awareness of the importance of physical activity for managing stress and maintaining mental well-being.

- Providing information on the importance of physical activity
- Provide courses and talks on the ways that physical activity can help staff manage stress ad back pain, as well as improving mental alertness and concentration

3. Healthy Eating

3.1. To raise awareness of the importance of healthy eating for both physical and mental well-being.

- Provide information and resources on how healthy eating can contribute to mental health, for example increasing levels of concentration and the ability to cope with everyday stresses.

- Provide courses and talks on the benefits of healthy eating

3.2. To encourage and support staff in making healthier eating choices.

- Provide food storage and preparation areas for lunchtime meals
- Create a yearly healthy eating week, with events and activities
- Provide easy access to cold water in all classrooms and offices and meeting rooms
- Work with in-house catering teams to offer healthy menu options
- Encourage staff to eat lunch away from their rooms and desks

Communication

All employees will be made aware of the workplace mental health and wellbeing policy – and resources that are available to them.

The workplace mental health and well-being policy will be included in the employee handbook. It will also be promoted each year and will be available to download from the company website. All staff will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a manager or a mental health first aider.

This policy was adopted by staff at Beechoak Farm Montessori preschool.
Held on 2nd December 2025
Date to be reviewed December 2026
Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika
Proprietor Manager