Staff Stress and Wellbeing Policy

Ysgol Y Foel Out of School Club is committed to a safe, supportive working environment in which staff can raise concerns about stress and mental health without stigma or fear of unfair treatment. This policy applies to all employees, including irregular-hours and relief staff, and its principles extend to volunteers and students.

1. Purpose and legal framework

The Club will assess and manage risks of work-related stress under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Committee will also have regard to the Equality Act 2010, UK GDPR and Data Protection Act 2018, as amended. The aim is to prevent foreseeable harm by addressing causes of stress, not simply asking staff to cope with them.

2. Responsibilities

- The Out of School Club Committee, as employer and registered provider, is accountable for risk assessment, resources, oversight and fair treatment. It will nominate a confidential wellbeing contact and arrange cover during absences.
- Mrs Napper, Person in Charge, will monitor workloads and staffing, make time for confidential discussions, identify concerns, implement agreed measures and escalate matters requiring committee action.
- The Responsible Individual oversees regulatory implications. The Club will coordinate with the school where shared premises or working arrangements are affected, without unnecessary sharing of personal information.
- Staff should raise concerns as early as they feel able, cooperate with risk assessments, respect colleagues and follow safeguarding and health and safety procedures. Staff may approach a nominated trustee directly if their concern relates to management.

3. Identifying and preventing work-related stress

The Club will use the six HSE Management Standards areas to identify hazards and agree practical controls with staff:

- Demands – Manage workload, breaks, staffing and competing duties; avoid excessive hours.
- Control – Involve staff in planning duties and give appropriate discretion over how tasks are carried out.
- Support – Provide induction, training, supervision, resources and access to management.
- Relationships – Promote respect, address conflict promptly and prohibit bullying and harassment.
- Role – Provide clear job descriptions, reporting lines and responsibilities.
- Change – Consult staff and communicate changes to rotas, duties and procedures clearly.

4. Risk assessment and practical support

The Committee and Person in Charge will consult staff, record a setting-wide stress risk assessment and review it at least annually and following significant changes, incidents or emerging concerns. Where an individual reports work-related stress, an individual assessment will be undertaken promptly with them. Actions, responsible persons, review dates and outcomes will be recorded.

Support may include protected time for a private conversation during the working day, regular supervision, workload changes, additional training, temporary changes to duties or hours, breaks, mentoring and referral to occupational health where available. Reasonable adjustments will be made where required by law. Adjustments will be discussed with the employee and reviewed, ensuring safe childcare ratios and suitable supervision are maintained.

5. Raising concerns and responding

- Speak privately to Mrs Napper or a nominated trustee. A trusted colleague or representative may support the employee. No one is required to disclose a diagnosis to raise a concern.
- Listen sensitively, identify immediate risks, agree actions and a follow-up date. If a staff member cannot safely continue childcare duties, arrange appropriate cover and support without leaving children unsupervised.
- Address bullying, harassment and discrimination through the relevant staff grievance, disciplinary or whistleblowing procedure. Safeguarding concerns must be reported without delay under the safeguarding policy.

6. Sickness absence and return to work

Staff should follow the sickness reporting procedure. The Club will agree appropriate contact during absence, consider occupational health or GP advice where appropriate, and hold a supportive return-to-work discussion. A phased return or other adjustments may be agreed. Work-related causes must be investigated and addressed; absence will be managed fairly and in line with employment rights.

7. Confidentiality and monitoring

Health information is sensitive personal data. Records will be limited to what is necessary, stored securely and accessed only by authorised persons with an appropriate lawful basis. Confidentiality may be limited where disclosure is necessary for safety, safeguarding or legal duties. The Committee will monitor anonymised trends where practicable and review the effectiveness of controls without identifying staff unnecessarily.

8. Further support

- HSE: www.hse.gov.uk/stress/standards/overview.htm
- Acas: www.acas.org.uk/managing-work-related-stress
- Mind: www.mind.org.uk
- Employees may also seek support from their GP or NHS 111 Wales. In an immediate emergency, call 999.

9. Implementation and review

This policy will be shared during induction and revisited through supervision and staff meetings. The Committee will review it in July 2027, or earlier where legislation, staffing, risk assessments or operational arrangements change. Read alongside the Health and Safety, Menopause, Equality and Inclusion, Confidentiality, Safeguarding and staff grievance and disciplinary procedures.

Source: adapted from Stress Policy guidance (January 2025), supplied by the Club, with HSE Management Standards and Acas work-related stress guidance checked on 24 November 2026.

Policy approval record

Previous approval / version	January 2025 guidance; adoption not recorded
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027

Employee acknowledgement

I confirm that I have read and understood this policy, know how to raise concerns and understand my responsibilities. This acknowledgement does not require disclosure of personal health information.

Employee name	
Position	
Signature	
Date	