



## 11.0 Staff Wellbeing Policy

### Introduction

Helpston Playhouse has a duty of care requirement to look after the health and safety of employees, including staff wellbeing. Protecting staff wellbeing is important to us. There are many factors that influence the health and wellbeing of staff. Understanding and overcoming these issues can result in a range of benefits for both individuals and the Playhouse. Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing health issues and concerns, we can improve the general wellbeing of all employees.

### Available support

The Playhouse aims to facilitate an open and understanding working environment. We will ensure staff with any health or wellbeing issues are treated fairly and without judgement.

Employees are encouraged to inform the setting manager that they are experiencing any symptoms, they have any worries or are suffering an ongoing health issue. Early notification will also help us determine the most appropriate course of action to support an employee's individual needs. Employees who do not wish to discuss the issue with the setting manager may find it helpful to have an initial discussion with a trusted colleague or another member of staff instead. They can then support their colleague in raising any concerns or worries.

### Reasonable adjustments

The Playhouse recognises that each employee is different, and we will make any reasonable adjustments to help individuals if we can. For example, if an employee has difficulty sleeping or other symptoms a request for flexible working could be submitted by an employee. This could include:

- a change to the pattern of hours worked
- permission to perform work from home (where appropriate for the role)
- a reduction in working hours; or more frequent breaks
- Take timeout in a quiet area
- Take timeout to take medication
- Time off for hospital appointments

Employees should discuss such requests with the setting manager. Depending on the circumstances, requests may be approved on a permanent or temporary basis. All requests will be carefully considered.

### Further help

Where a staff member has symptoms of low mood, depression and/or anxiety the Playhouse may encourage an employee to consider counselling, cognitive behaviour therapy and/or mindfulness as these may be beneficial.

The Employee and the setting manager could also consider:

- Agreeing and asking for timeout
- Identify a buddy within the Playhouse to talk to
- Identify a timeout space to go to 'clear your head' and relax
- Undertake mindfulness activities, such as going for a walk or breathing exercises

Where a staff member's symptoms include poor concentration, the Playhouse will consider making temporary changes to work allocation. This would be done in consultation with the employee to ensure the type and volume of work is appropriate.

- Discuss if there are times of the day when concentration is better or worse and adjust working patterns
- Review task allocation and workload
- Provide notepads to aid memory & allow notetaking
- Offer a quiet space to work

Where a staff member's confidence is low or struggling with any symptoms, the Playhouse will provide support through regular supervision meetings and/or time with their manager to discuss any issues.

The Playhouse acknowledges that every employee is different, and it is not feasible to set out a structured set of guidelines. If a member of staff would like to speak about their symptoms, or to just talk about how they are feeling, the manager will:

- Allow adequate time to have a conversation
- Ensure any meetings are confidential
- Encourage the staff member to talk openly and honestly
- Ensure the staff member is provided with supportive measures, detailed above
- Discuss whether the individual has been to their GP and are being supported by their GP.
- Agree if other members of the Playhouse team should be informed to provide support.
- Ensure that a follow up meeting is arranged.

### **Menopause:**

- [Menopause Matters](https://www.menopausematters.co.uk) (<https://www.menopausematters.co.uk>), which provides information about the menopause, menopausal symptoms and treatment options;
- the [Daisy Network Charity](https://www.daisynetwork.org) (<https://www.daisynetwork.org>), which provides support for women experiencing premature menopause or premature ovarian insufficiency; and
- the [Menopause Café](https://www.menopausecafe.net) (<https://www.menopausecafe.net>), which provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.

### **Mental Health & Wellbeing:**

For all areas under the 'mental health' umbrella; including anxiety, depression, disorders, eating problems, sleep problems:

- Mind; [Home - Mind](#)