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**Staff wellbeing as part of the North Yorkshire Healthy Early Years Award**

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| **Please insert the name and address of your setting into this box** |

This action plan is for all Early Years settings including: day nurseries, playgroups, pre-schools, childminders who work on their own, childminders with assistants or childcare on domestic premises.

The completed staff wellbeing action needs to be submitted when applying for the silver and / or gold award

There are two sections to this action plan one for lone childminders and childminders with an assistant and another set of criteria for all other Early years settings. Please ensure you complete the correct criteria for your setting.

The staff wellbeing theme has been based on the four key identified areas from Anna Freud research and resource, ‘ [Early years staff wellbeing: a resource for managers and teams’](https://www.annafreud.org/early-years/early-years-in-mind/resources/early-years-staff-wellbeing-a-resource-for-managers-and-teams/). We really recommend that you access the full document as it contains a range of supporting information and resources focused on the following areas:

1. Supportive management
2. Supporting each other
3. The physical environment
4. Outside support

This action plan is to record progress and evidence towards achieving the Staff Wellbeing Theme. Please write evidence for all criteria into the action plan. Once all of the criteria have been achieved, please upload your completed action plan. No extra uploads are required for the staff wellbeing theme. Your evidence will be submitted for assessment towards an award and will go through a quality assurance process. We will be in touch after the award submission deadline to let you know whether your application has been successful.

Please see the website Resources page for support, documents and information in relation to this theme and the training and events section to support staff CPD for this theme. Any issues please get in touch [healthyschools@northyorks.gov.uk](mailto:healthyschools@northyorks.gov.uk)

**PLEASE ONLY COMPLETE ONE SECTION, THAT IS RELEVANT TO YOUR EARLY YEARS SETTING**

**1.Staff wellbeing criteria for lone childminders and childminders with one assistant**

Looking after wellbeing is important for everyone but we appreciate the full criteria is more aimed at settings where there are a number of staff. However we would like you to consider your wellbeing, so we are asking that you provide supporting evidence for the following criteria as part of your submission for the Healthy Early Years Award.

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| **Criteria** | **Evidence to support the criteria** |
| You feel empowered to take ownership of your own wellbeing and look out for the wellbeing of others. |  |
| The working environment is conducive to employee health and wellbeing. For example there is easy access to drinking water, toilets, washing and eating facilities which are clean, safe and well-maintained. |  |
| You are able to access peer support to support your wellbeing – such as regularly meeting up with other childminders. |  |
| You know where to go for help and support around mental health and wellbeing if required’ such as local services, web based resources etc |  |

**2. Staff wellbeing criteria for all other Early Years Settings with a number of staff: day nurseries, playgroups, pre-schools or childcare on domestic premises.**

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| **Criteria from Anna Freud, ‘Early Years staff wellbeing’** | **Explain how each element of the criteria is already being met/ in place in the setting and the IMPACT it is having.** | **Detail your actions for putting in place criteria not already being met, with timescales. Actions must be complete before applying for an award.** |
| **Supportive Management**  Consider having a staff mental health and wellbeing policy and ensure all staff have the opportunity to contribute to the policy.  The mental health and wellbeing policy is included in the staff induction process.  A positive statement and information about mental health and wellbeing is included in the recruitment process.  Support is provided for staff who experience mental health difficulties at work, including for those returning to work after absence due to a mental health issue.  All staff including managers have regular supervisions where staff feel confident and comfortable to discuss their mental health and wellbeing needs.  There are effective processes in place to encourage positive feedback, praise and encouragement, between staff member, managers and parents and carers. |  |  |
| **Supporting Each Other**  We will empower staff to take ownership of their own wellbeing and look out for the wellbeing of others.  Mental health and wellbeing is included as a regular agenda item in team meetings.  Consider having a Staff Champion/s from your workforce, who are supported to promote and encourage health and wellbeing.  Staff have easy access to information to support their wellbeing e.g a staff wellbeing board that is kept it up to date and consider regular wellbeing activities.  Staff are provided with space to have private and confidential conversations about their mental health and wellbeing.  Review and develop policies and practices as a team that ensure the setting is free from bullying and harassment, discrimination and racism.  Feedback is regularly sought and responded to from staff about management  procedures and working relationships. |  |  |
| **The physical environment**  The working environment is conducive to employee health and wellbeing. For example there is easy access to drinking water, toilets, washing and eating facilities which are clean, safe and well-maintained.  Clear visible information is displayed about accessing mental health and wellbeing support, including helplines and  access to confidential services.  A space is provided for staff when they are feeling stressed, overwhelmed or needing some time out.  There are systems in place that are being used to ensure staff feel valued and appreciated. |  |  |
| **Support from outside your setting**  Training is offered to support mental health and wellbeing,  to help spot the signs and symptoms of mental health  difficulties and to promote wellbeing.  We will ensure that staff know how to access appropriate guidance, support and tools to support their wellbeing and that their use is encouraged throughout the organisation.  A peer support scheme or something similar has been considered / is being used to provide support for managers and other staff members. This could be within the setting or with staff from other settings. |  |  |
| **NEXT STEPS**  **What are your planned next steps to continue to ensure the effective implementation of a whole setting approach to Staff Wellbeing?**  **Please detail below:** | | |

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