



Early Learning and Childcare Centre

STAFF WELFARE POLICY

Ferryfield recognises that their staff are the most valuable resource and that the health and welfare of all staff members is essential in achieving this.

The well-being of all employees is of a primary concern by investing in the health and welfare of employees Ferryfield is investing in the efficiency and effectiveness of the organisation.

Ferryfield is committed to producing a caring and supportive working environment which is conducive to the welfare of all employees and which enables them to develop towards their full potential.

Roles of Responsibility

- All staff have a role to play with regards to their own health and well-being at work and are advised to raise any matters of concern.
- Staff have a responsibility to be sensitive and responsive to the welfare of other colleagues at work.
- Staff who have a concern regarding their own welfare at work should address this initially to the Manager.
- Staff also have a responsibility to co-operate as far as possible with any initiatives or recommendations that are introduced in relation to their welfare and to follow any guidance provided by Ferryfield.
- Ferryfield recognises the importance of the professional relationship between the manager and staff and the manager has the primary responsibility for the welfare at work of the staff under their supervision.
- The manager should respond to staff in a supportive manner taking into account their feelings and difficulties, in an atmosphere of trust and confidentiality.
- The manager should provide support and ensure all staff are treated in a fair, sensitive and confidential manner.

Staff Welfare

Confidential advice and support will be provided to staff that have personal, family, medical or work related problems with a view to assisting them to identify solutions. It is not the role of the manager to provide ongoing counseling for staff, the role is to:

- Provide time to listen to staff, offering support and information where able.
- Intervene and facilitate where appropriate in assisting to resolve welfare problems.
- Signpost other areas of specialist support, information and advice.
- To assist with contacting external organisations, medical and/or health professionals.

Adopted by the Committee

Date

August 2016