

Staff Wellbeing Policy

Sunny Days has a duty of care to look after your health, safety and wellbeing and we believe that protecting this is of the utmost importance. We aim, so far as is reasonably practicable, to create a supportive workplace culture that reduces negative impacts on wellbeing and ensures that management have the right skills to support staff. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employee's mental health. As staff, your wellbeing and mental health will also have an impact on the children we care for, so it is important that we take a proactive approach together to safeguard them and yourselves during your time on site by supporting you with this.

We want all employees to be aware of their responsibilities in implementing this policy, including raising concerns and seeking help from line managers, the Human Resources (HR) Manager and/or a designated mental health first aider.

We believe that by addressing mental health issues we can improve employee's general wellbeing as well as reducing absenteeism, presenteeism and staff turnover and thus improve productivity. We feel it will also minimise the possibility of mistakes being made within the workplace. We will monitor the policy effectiveness through:

Employee Feedback

- Staff turnover, absences, presenteeism.
- Exit interviews/questionnaires.
- Culture surveys
- Feedback from managers.
- Supervisions, appraisals and mentoring support.

How we will achieve this:

We aim to support and develop a positive mental health workplace by assisting those with mental ill-health and raising awareness of mental and physical wellbeing across the business. As an employee we welcome your contributions to creating a culture that supports the wellbeing of all employees.

If you or one of the team need support we will offer non-judgmental help, support and guidance. Where necessary, we will assist you to return to work after a period of mental ill-health and support will be in place by a designated mental health first aider. Further training will be put in place for the management teams/line managers if the demand exceeds the workload of the people currently in place.

Work-related stress/mental ill-health

Identifying workplace stressors/mental ill-health triggers is a health and safety issue. We will aim to identify all foreseeable workplace stress/mental ill-health factors/scenarios and carry out risk assessments, aiming to apply suitable and sufficient support to mitigate and reduce the likelihood and harm.

With all roles we will aim to recruit and develop the right people for the job and provide training to enable good performance and foster a positive team focus. Wellbeing is a focus for all new employees within the induction programme.

When we are aware that there is a concern relating to mental health or wellbeing, we will aim to reduce the impact of work-related stress/mental ill-health by:

- Completing a workplace stress and/or mental health (wellbeing) risk assessment and suitably controlling risks when practicable to do so.
- Encouraging stress-reducing activities (walks, breaks, etc)
- Discussing employees flexible working hours requests.
- Setting (SMART) targets and achievable deadlines for staff to avoid prolonged working hours.
- Managing holiday to ensure employees take their allotted time away.
- Dealing with any conflict quickly and make sure the workplace is free from other pressure and harassment, bullying and discrimination.
- Ensuring that the demands of the job are not unacceptable.
- Ensuring a safe, clean working environment.
- Ensuring staff members with mental health issues are treated fairly and without judgment/bias.
- Encouraging and supporting staff to talk about their mental health and ensuring that this is dealt with in confidence.
- Giving a positive attitude to employees and job applicants with mental health issues.
- Operations Manager and HR Manager trained in Mental Health First Aid – this to be introduced to Managers if the demands require it.

Physical activity and healthy eating/drinking

Promoting physical activity and encouraging healthy eating can contribute to positive mental health and help employees manage stress and physical health whilst also improving alertness and concentration. Sunny Days encourages its employees to be healthy and active by:

- Being encouraged to spend time outdoors throughout the day within their ratios and while on breaks.
- Raising awareness on the importance of physical activity and a healthy diet in relation to mental and physical wellbeing.

Long-term and/or short-term ill-health

Some employees will have long/short term ill health which they have at the time of employment or that may develop throughout. Examples of this are asthma, allergies, diabetes etc. We aim to foster an open culture so that employees feel supported when sharing their illnesses and know that Sunny Days will aim to ensure that the individual receives the appropriate support by:

- Completing risk assessments.
- Return to work forms completed when required.
- Staff care plans in place.
- Medication stored safely nearby if required.
- Adaptions and flexibility for breaks to be considered.
- Amendments to duties to be considered as needed.
- Understanding when medical appointments are needed when linked to documented ill-health.
- Wellbeing meetings/referrals – further support given if referrals needed to external professionals
- Wellbeing resources in the staffroom
- Promoting mindfulness for staff and across the settings



These documents are reviewed throughout the duration of the illness/employment to best support the employee’s wellbeing.

Menopause

The menopause is a natural part of ageing that usually occurs between 45 and 55 years of age, as a woman’s oestrogen levels decline. In the UK, the average age for a woman to reach the menopause is 51. However, premature or early menopause can occur at any age, often with no clear cause and women who undergo certain medical procedures can begin to go through this transition quite suddenly. Sunny Days aim to support staff who are beginning to show signs/symptoms by completing a menopause risk assessment with the individual with reasonable adaptations and support being discussed and implemented where needed. The overall aim is to support the employee throughout this transition but to also minimise the possibility of incidents arising as a result of symptoms relating to the menopause.

Your contribution

We encourage you to take responsibility for managing your own health and wellbeing, by adopting good health behaviours (for example, in relation to diet, alcohol consumption and smoking). You are accountable for informing us of your ill-health, if you become aware you need support with your wellbeing and/or if you believe work or the work environment poses a risk to your health. We encourage you to support your colleagues and to report any concerns to your line manager that you may have for their wellbeing so that this can be explored with them within a confidential 1:1. Any health-related information disclosed by you during discussions with managers, HR or within wellbeing meetings is treated in confidence.

Date of Policy Review:	05/03/2026	
Date of Final Version:	05/03/2026	
Final version signed off by:	 Charlotte Palmer – HR Manager	 Aimee Scadden - Operations Manager
Date of Next Review:	4 th March 2027 or sooner if required	
Review to be undertaken by:	Aimee Scadden and Charlotte Palmer	

Reporting a Wellbeing Concern Flowchart

