



### **General Welfare Requirement: Suitable people**

**Providers must ensure that adults looking after children, or having unsupervised access to them are suitable to do so.**

### Workplace Stress Policy

#### Policy statement

Cherry Blossom Nursery and Preschool is committed to protecting the health, safety and welfare of its employees. It recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

Definition of stress: 'the adverse reaction people have to excessive pressure or other signs of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

This policy will apply to everyone in the nursery and managers are responsible for its implementation.

#### Procedures

- The managers will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be reviewed regularly.
- The employees must ensure they communicate with their managers on any situation that proves too demanding or stressful for them.
- The managers will ensure good communication between all staff particularly where there are organisational and procedural changes.
  - The managers will ensure all staff are fully trained to discharge their duties.
  - The managers will ensure there is CPD.
  - The managers will monitor workloads to ensure staff are not overloaded.
- The managers will monitor hours and overtime to ensure their staff are not overworking.
- The managers will support individuals who have been off sick with stress and advise them on a planned return to work.
  - Ensure holiday entitlement is taken in full.
  - The managers will attend all appropriate training.
  - Ensure that bullying and harassment is not tolerated.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement, separation.
  - Employees must raise issues of concern to managers as soon as possible.
- Well-being questionnaires are handed out before a supervision so that any identifying factors or support can be acknowledged.

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