

## Apple Tree Day Nursery Employee Stress Policy and Procedure.

We recognise that there may be times when employees may feel stress and we understand that stress has many causes and symptoms and aim to deal with each situation individually and fairly.

Employees who are suffering from stress will receive the full support of the Nursery Management and in some cases it may be appropriate to move the employee to work with a different group of children for short periods or on a permanent basis.

We offer each employee the opportunity to have short breaks. These are at the discretion of senior staff.

Records of stress breaks and employee's requests to move departments will be kept by the Nursery Manager.

Employees are encouraged to approach the Nursery Manager for informal discussions if they are feeling stressed or anxious at work.

### Stress Procedure

Employees who are feeling anxious or stressed are entitled to request a stress break. These will be agreed and covered by the Nursery Management.

It may be decided that staff move between rooms in the nursery if they are finding a particular child/group of children difficult.

In cases where employees are frequently stressed or anxious at work, a meeting will be held with the Nursery Manager to determine a solution. The Nursery Manager may keep records of stress breaks in order to access any potential problems and to support staff sufficiently.

Reviewed and agreed on

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Next review date

.....1.1.2016.....

