

**CHIPS Policy review 2024**

**Summary of changes**

Policy review completed by: Anita Ash, Karen Lavers and Helen Smith

The policy document has been reviewed resulting in the updates that are highlighted in red below.

Please contact the CHIPS office on 01992 804952 or info@chipsplay.org if you would like a full copy of the policies.

**MENTAL HEALTH AND WELLBEING POLICY**

CHIPS has a duty of care requirement to look after the health and safety of employees, including their wellbeing.

There are many factors that influence the health and wellbeing of staff. Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider business.

Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, businesses can improve the general wellbeing of employees, reduce absenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems.

This workplace mental health and wellbeing policy covers the following areas:

**Mental wellbeing**

Promoting mental wellbeing by;

* Providing information and raising awareness of mental health issues
* Promoting policies and actions that support mental wellbeing in the workplace
* Equipping employees with the skills to support their own mental health

**Physical Wellbeing**

Encouraging physical health by;

* Promoting physical activity across the charity
* Supporting a healthy, balanced diet in the workplace

**Management and Leadership**

* Equipping managers and leaders with the skills to; identify and assist those with mental ill health
* Raising awareness of mental and physical wellbeing across the charity

**Support for employees**

Offering support to employees by:

* Creating a culture that supports the wellbeing of all employees
* Offering help, support and guidance to those with a mental health issue
* Assisting those returning to work after a period of mental ill health

**Employment for those with mental health issues**

Supporting those coming back to work by;

* Making any necessary adjustments to the role/environment
* Establishing agreed recruitment practices
* Retaining and supporting staff who develop mental ill health

**Aim of the policy**

* **To create a workplace culture that promotes and supports the health and wellbeing of all staff.**

**Objectives**

To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff.

**Policy actions:**

* Give employees information on mental health issues to help raise awareness
* Deliver non-judgmental support to any staff member experiencing a mental health issue
* Consider mental health first aid training for teams, or ensure the charity has a mental health first aider who can support staff with mental ill health
* Give all staff access to the mental health policy
* Deliver a thorough induction or all new starters, providing an outline of the organization, the policies and the role they are expected to play
* Provide ways for staff to support their own mental wellbeing, for example through stress-buster activities, lunchtime activities and social events.
* Set realistic targets and deadlines for staff to prevent long working hours
* Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
* Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
* Ensure good communication between managers, staff and teams

**To provide support and guidance for any member of staff experiencing mental health issues**

* Check how working conditions and the organization’s policies are having an effect on mental health
* Ensure staff members with mental health issues are treated fairly and without judgement
* Encourage staff to talk to a mental health first aider, counsellor or GP
* If a team member has long term sickness absence, ensure a gradual return to work with support at each stage
* Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

 **To encourage the employment of people who have experienced mental ill health**

* Show a positive attitude to employees and job applicants with mental health issues, including having positive statements in recruitment literature
* Ensure that all staff involved in the recruitment process are aware of mental health issues and the Disability Discrimination Act
* Do not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants

**To recognize that workplace stress is a health and safety issue**

* Identify workplace stress factors/scenarios and carry out risk assessments of the business
* Provide training in good management practices
* Provide resources to help managers implement the charity’s workplace mental health and wellbeing policy
* Offer support through a confidential counselling service, or qualified mental health first aider.

**Communication**

All employees will be made aware of the charity mental health and wellbeing policy – and the resources that are available to them. They are able to receive a hard copy of this if they require.

All staff will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking helps from a leader, or mental health first aider.

The mental health first aider (Karen Lavers) will ensure the policy actions are implemented across the charity. Regular updates will be provided to all staff.

**Reviewing and monitoring**

The Trustees will be responsible for reviewing the charity mental health and wellbeing policy, as well as monitoring its effectiveness.

The policy’s effectiveness can be measured through;

* Feedback from staff
* A mental health and wellbeing risk assessment
* Staff sickness, presenteeism and staff turnover levels
* Exit interviews
* Staff complaints
* Feedback from the charity’s mental health lead

To ensure the policy stays relevant, it will be reviewed annually

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## RECRUITMENT PROTOCOL

Staff and adult Volunteers

1. Applicant contacts CHIPS office. People with a disability are automatically granted an interview when they apply for a post.

## EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICY

CHIPS is committed to the principle of equal opportunities and an inclusive culture for all the children, staff and volunteers. The Charity will identify and prevent unconscious bias. We recognise that while no two people are the same, everyone has an equal right to dignity and respect.

Children and Families

We will be sensitive to individual needs and abilities to support each child’s development.

Activities will be adapted so that they are accessible to all children. Support will be available to ensure that all children can access the activities.

We will provide specific support to those who wish to volunteer and have special needs, where appropriate.

We aim to provide the opportunity for each child to develop self-awareness and self-discipline, mutual respect and sensitivity to others.

We value and will show respect for all protected characteristics and will endeavour to welcome and support families with English as an additional language.

We value all languages, dialects and means of communication spoken or signed by the children. CHIPS celebrates our multicultural and diverse society.

The Charity will ensure that all materials are non-racist, non-sexist and non-discriminatory and avoid stereotyples.

We will not tolerate any language, graffiti or behaviour, which is offensive on the grounds of disability, gender or ethnic origin.

CHIPS has clear rules on how people should treat each other to encourage respect and considerate behaviour. This involves using role models and peer examples.

We will be alert to disability, racial and gender prejudice or harassment by children or adults and deal with it promptly and firmly as unacceptable behaviour.

CHIPS recognises that there are many different types of family, love and care for children.

The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of the group.

**Staff and volunteers**

We are committed to an equal opportunities employment policy, seeking to offer work opportunities to a diverse group of women and men, with and without disabilities, from a range of religious, social, ethnic and cultural groups.

CHIPS will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

We have developed a recruitment process which assures the capability and commitment of the staff we recruit through standardized competency-based interviews, reference and qualification checks, DBS checks and right to work checks. The competencies we seek to recruit are only those required to fulfill the role

CHIPS approach to training and development provides fair and equal access for all staff to training activities and development opportunities, to actively develop a skilled and diverse workforce.

Staff with appropriate qualifications and experience will always be available to support new staff and volunteers.

Individuals can be held personally liable for any act of unlawful discrimination. Those who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees, children and their families ,are disciplinary offences and will be dealt with under CHIPS' disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Employees should report any bullying or harassment by staff, volunteers, visitors, parents, children or others to their Playleader who will take appropriate action.

Staff and adult volunteers who feel that they have been unlawfully discriminated against, should make a complaint using the CHIPS' grievance procedure. Use of this procedure does not affect an individuals right to make a complaint to an employment tribunal.

Volunteers will be recruited widely and continuously through as many sources as possible, including website/community/schools/ Duke of Edinburgh Award. Anybody over the age of 12 can apply to be a volunteer.

Staff and volunteers will be encouraged to assess and address any unconscious bias regarding their colleagues, the children and their families.

**TREASURY MANAGEMENT POLICY**

**Banking Relationships & Deposits**

The Charity will operate operational current accounts with banks approved by the Trustees (see Approved Banks section) and maintain sufficient balances to ensure there is adequate liquidity to cover all immediate and forthcoming financial commitments, including maintaining a sufficient liquidity contingency buffer for unexpected payments.

The banking relationships operated by the Charity will be reviewed on an annual basis, with further review undertaken if there are specific concerns with any bank that the Charity utilises.

Any new bank account or banking relationship must be approved by the Trustees, with consideration given to ensure that the bank is regulated in the UK by the Prudential Regulation Authority (PRA) and therefore covered under Financial Services Compensation Scheme (FSCS). The Trustees will be mindful of the current climate emergency and will endeavour to avoid establishing a new relationship with any financial institutions that invest in fossil fuels.

CHIPS policy is that all payments are generated under a ‘four eyes’ policy. This means that all payments generated are input and released by different individuals.

Reviewed on………………………………………Date of Next Review……………………………………………..

Signed

Chair of Trustees ………………………………………………………………………………………………

Designated Safeguarding Lead…………………………………………………………………………