



EMPLOYEE & VOLUNTEER WELLBEING POLICY

SNAPS Yorkshire CIO

January, 2026

Introduction

SNAPS recognises that the wellbeing of our employees and volunteers is fundamental to our success and to the delivery of high-quality support for children with additional needs and their families. This policy sets out our commitment to promoting and supporting the physical, mental, and emotional wellbeing of everyone who works for SNAPS, whether as an employee or volunteer.

Statement of Policy

SNAPS is committed to creating a supportive working environment where everyone feels valued, respected, and able to thrive. We believe that good wellbeing is essential for personal and organisational effectiveness. We will take proactive steps to promote wellbeing, prevent work-related stress, and respond effectively to any wellbeing concerns.

Our Commitments

- To foster a culture where wellbeing is openly discussed and prioritised.
- To provide access to resources and support for physical and mental health.
- To ensure workloads and expectations are reasonable and regularly reviewed.
- To encourage a healthy work-life balance for all employees and volunteers.
- To support employees experiencing difficulties, whether work-related or personal.

Tangible Actions

1. Wellbeing Lead: *The Chief Executive will act as the Wellbeing Lead, responsible for overseeing this policy and ensuring its implementation.*



2. Regular Check-ins: *Line managers will hold regular one-to-one meetings with employees and volunteers to discuss workload, wellbeing, and any support needs. There will be a wellbeing check in at the start of every Board meeting and team meeting.*
3. Annual Wellbeing Survey: *We will conduct an anonymous annual wellbeing survey to gather feedback and identify areas for improvement.*
4. Access to Support: *All employees and volunteers will have access to information about local and national wellbeing resources, including mental health support services.*
5. Flexible Working: *Where possible, we will offer flexible working and volunteering arrangements to support individual wellbeing needs.*
6. Reasonable Adjustments: *We will make reasonable adjustments to support employees and volunteers with health conditions, disabilities or vulnerabilities.*
7. Wellbeing Activities: *We acknowledge that all administrative employees and trustees work remotely, while service user-facing employees and volunteers experience limited opportunities for social interaction with other employees due to the nature of their roles. To support connection and positive mental health, we will organise multiple in-person meetings for the administrative team each year, in addition to monthly virtual meetings and additional social opportunities as appropriate.*

Monitoring and Review

- The Chief Executive will review the implementation of this policy annually, using feedback from employees, volunteers, and the annual wellbeing survey.
- Any concerns or suggestions about wellbeing can be raised confidentially with the Chief Executive or through the employee's/volunteer's line manager.
- The Board will receive an annual report on employee and volunteer wellbeing, including actions taken and outcomes.

Grievances



Any concerns about wellbeing, including bullying, harassment, or unreasonable workload, will be taken seriously and addressed in line with SNAPS' Complaints Procedure.

Drafted: 08/01/2026
Approved By Board: TBC
Next Review Date: 01/2027