



CM SPORTS

Wellbeing Policy

Responsible Person	Directors
Version Date	September 2026
Review Date	September 2027

Purpose

CM Sports is committed to supporting the health, safety and wellbeing of its staff. Working with children and delivering physical activity can involve demanding situations, and CM Sports will take reasonable steps to identify and reduce work-related pressures and provide appropriate support.

Scope

This policy applies to CM Sports employees and, where appropriate, other team members working under CM Sports' direction. It should be read alongside the Health and Safety, Absence, Equality, Grievance and safeguarding arrangements.

Principles

- Staff should feel able to raise concerns about workload, stress, working relationships, safety or other workplace pressures.
- Managers should respond to wellbeing concerns promptly, sensitively and without unnecessary judgement.
- Reasonable adjustments will be considered where appropriate.
- Information about a staff member's health or wellbeing will be handled sensitively and shared only where necessary and lawful.
- Wellbeing support does not replace safeguarding procedures where a concern relates to a child's safety.

Work-related stress

CM Sports will use a risk-based approach to identify work-related stressors and consider suitable control measures. Relevant factors may include workload, working hours, staffing, role clarity, relationships, support, changes to work and the demands of particular settings.

Five-step support process

1. Recognise the concern: a staff member or manager may identify signs of work-related pressure or stress.
2. Discuss the concern: the manager and staff member should discuss the factors affecting wellbeing and what support may help.
3. Assess risks: where appropriate, a stress risk assessment should identify workplace factors and control measures.
4. Implement support: agreed actions may include workload changes, additional supervision, temporary adjustments, signposting, occupational health input or other appropriate support.
5. Review: actions should be reviewed to check whether they are helping and whether further steps are needed.

Support and reasonable adjustments

- Flexible working or temporary changes to duties, where reasonably practicable.
- Changes to workload, hours or scheduling.
- Additional supervision, check-ins or management support.
- Signposting to appropriate professional or employee support services.
- Reasonable adjustments where a disability or other protected need requires them.

Confidentiality and safeguarding

A staff member's disclosure about their own wellbeing will normally be handled as a staff-support matter. It is not automatically a safeguarding concern. However, if information disclosed indicates that a child may be at risk, that information must be passed to the appropriate safeguarding lead immediately. Similarly, concerns about an adult's behaviour towards children must be managed under the safeguarding/allegations procedures.

Managers' responsibilities

- Maintain an approachable and supportive management culture.
- Take concerns seriously and consider whether a risk assessment is required.
- Monitor workload, working hours and staffing pressures.
- Keep appropriate records while respecting confidentiality.
- Escalate health and safety risks or safeguarding concerns through the correct procedure.

Staff responsibilities

- Raise concerns early where possible.
- Participate honestly in agreed risk assessments and review meetings.
- Follow reasonable health and safety measures.
- Use agreed support and adjustments appropriately.
- Report safeguarding concerns separately and immediately where they arise.

Monitoring and review

Directors will review this policy annually and sooner where legislation, organisational arrangements or identified risks change.