

STAFF HEALTH AND WELLBEING

QUALITY AREA 4 | BEST PRACTICE



PURPOSE

As a health promoting service, we will promote the health and wellbeing of all staff through learning, policies, creating a safe and healthy physical and social environment, and developing community links and partnerships.

This policy confirms our commitment to:

- providing our staff with a safe, healthy and supportive environment in which to work
- recognising that the health and wellbeing of our staff is important, and that it not only benefits the individual, but also children, families and the wider community
- providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.



POLICY STATEMENT

Our workplace will:

- Provide a healthy physical and social environment and promote awareness of key health issues for staff that supports:
 - healthy eating and oral health
 - physical activity
 - tobacco control/smoke free environment
 - safe environments
 - mental health and wellbeing
 - sun protection
- encourage staff to provide input into health and wellbeing initiatives within and outside the service
- engage health professionals, services and organisations who can support promotion of staff health and wellbeing.

SCOPE

Whole service engagement

It is recognised that every member of the service impacts the health of others and can contribute to creating an environment that promotes health and wellbeing. All staff, contractors, visiting students and volunteers will be supported to meet this policy.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
	R indicates legislation requirement, and should not be deleted				
Ensuring all staff are accepted and valued as individuals and professionals	√	√			
Ensuring effective health and wellbeing communication channels are in place	√	√			
Enabling and cultivating a workplace culture that promotes connectedness, is inclusive and provides support	√	√			
Recognising staff for the work they do and provide relevant and regular feedback	√	√			
Providing professional development and resources as required, to support staff to enhance knowledge of their own health	√	√			
Ensuring that the staff/volunteers/visiting students are aware of this policy at induction and have the opportunity to provide feedback	√	√			
Monitoring the implementation of this policy	√	√			
Ensuring that this policy is available to all staff and easy to access	√	√			
Ensuring all staff are encouraged to contribute at review of this policy	√	√			
Read, understand and action the Staff Health and Wellbeing policy in their roles	√	√	√	√	√
Support this policy to ensure the workplace culture is supportive and positive for staff health and wellbeing	√	√	√	√	√
Demonstrating respect towards others and working towards sustainability	√	√	√	√	√
Informing management if they believe the policy is not being followed	√	√	√	√	√



BACKGROUND AND LEGISLATION

BACKGROUND

A focus on the health and wellbeing of staff can help to improve their physical and mental health, concentration and productivity, and reduce absenteeism and staff turnover. Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health.

LEGISLATION AND STANDARDS

- National Quality Framework, Standard 7.1 – Effective leadership promotes a positive culture and builds a professional learning community
- Occupational Health and Safety Policy
- DEECD Principles for Health and Wellbeing



PROCEDURES

To assess whether the values and purposes of the policy have been achieved, the Approved Provider or Persons with Management or Control will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- observe changes to the service environment e.g. increased/decreased enrolments
- revise the policy as part of the service's policy review cycle, or as required



DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Health: As defined by the World Health Organisation, health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity

Healthy Workplace: one in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of workers and sustainability of the work place by considering the physical work environment, psychosocial work environment, personal health resources and community participation (WHO, Wellbeing at work 2012)

Wellbeing: the experience of health, happiness and prosperity. It includes having a good mental health, high life satisfaction, a sense of meaning or purpose, and the ability to manage stress

Mental Health: a state of wellbeing in which every individual realises his or her own full potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community (WHO)



SOURCES AND RELATED POLICIES

SOURCES

- Healthy Together Achievement Program for workplaces
- Heart Foundation: Workplace Wellness
- Healthy Workers Initiative
- World Health Organisation
- Beyond Blue
- Lifeline

RELATED POLICIES

- Occupational Health and Safety Policy.
- Inclusion and Equity Policy
- Code of Conduct Policy
- Staffing Policy
- Staff Grievances Policy



EVALUATION

To assess whether the values and purposes of the policy have been achieved, the Approved Provider or Persons with Management or Control will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints, and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy, and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#))



AUTHORISATION

This policy was adopted by the approved provider of Pinemont Pre-School on 17/06/2024.

REVIEW DATE: 17/06/2025