

STAFF HEALTH AND WELLBEING POLICY

Best Practice - Quality Area 4

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

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.

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.

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

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 workplace 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

Service policies

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

PROCEDURES

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.
- elect a Staff Liaison committee member each year. The purpose of this role is to provide support to staff and ensure clear communication between committee to staff, and staff to committee, as well as being a nominated committee member for staff to discuss issues/concerns with of a personal and professional nature.

The Approved Provider and Persons with Management or Control are responsible for:

- 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 for staff when it is needed
- recognition of staff for the work they do and provide relevant and regular feedback
- providing professional development and resources as required, to support and encourage staff to enhance their knowledge of their own health
- ensuring that the staff/volunteers/visiting students are aware of the policy at induction and have the opportunity to provide feedback
- monitoring the implementation of this policy
- ensuring the policy is available to all staff and easy to access
- ensuring that all staff are encouraged to contribute at review
- discussing any changes to the policy

The Nominated Supervisor and Persons in Day to Day Charge are responsible for:

- ensuring all staff are accepted and values 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
- recognition of staff for the work they do and provide relevant and regular feedback
- providing professional development and resources as required, to support and encourage staff to enhance their knowledge of their own health
- ensuring that the staff/volunteers/visiting students are aware of the policy at induction and have the opportunity to provide feedback
- monitoring the implementation of this policy
- ensuring the policy is available to all staff and easy to access
- ensuring that all staff are encouraged to contribute at policy review
- discussing any changes to the policy

All educators and other staff are responsible for:

- reading, fully understanding and actioning the staff health and wellbeing policy in their work roles
- supporting the policy to ensure the workplace culture is supportive and positive for staff health and wellbeing
- being respectful of each other
- learning from others
- working towards sustainability
- involving all workers
- complying with the policy at all times while completing work related duties
- informing management if they believe the policy is not being followed.

Parents/guardians are responsible for:

- reading this *Staff Health and Wellbeing Policy*
- complying with the Code of Conduct for Parents/Guardians (refer to the *Code of Conduct Policy*) at all times
- showing respect to staff at all times

Volunteers and students, while at the service, are responsible for following this policy and its procedures

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, 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
- notifying parents/guardians at least 14 days before making any changes to the policy or its procedures

AUTHORISATION

The policy was adopted by the Approved Provider of Pinemont Pre-School on 18/06/2020.

REVIEW DATE: 18/06/2022