



## **STAFF HEALTH AND WELL-BEING POLICY**

Best Practice – Quality Area 7

### **PURPOSE**

At West Hawthorn Pre-school (WHPS) the health and Well-being of our children, families and staff is of paramount importance. We want these, our WHPS stakeholders, to feel supported and safe while at the service. We acknowledge that our core purpose is to promote the Well-being and learning of our children, and that the mental health and Well-being of our staff is essential for effective teaching.

This policy confirms our commitment to:

- recognising that the health and Well-being of our staff is important, and that it not only benefits the individual, but also children, families and the wider community

### **POLICY STATEMENT**

#### **1. VALUES**

West Hawthorn Pre-school is committed to:

- providing our staff with a safe, healthy and supportive environment in which to work
- providing a supportive workplace culture where healthy lifestyle choices, relationships, safe workplace procedures and personal health and hygiene practices are valued and encouraged.
- promoting the health and Well-being of our staff.

West Hawthorn Pre-school recognises that the health and Well-being of our staff is important, and that it not only benefits the individual, but also children, families and the wider community

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor and all Staff at West Hawthorn Pre-school.

### 3. BACKGROUND

#### Background

A focus on the health and Well-being of staff can help to improve their physical and mental health, concentration and productivity, and reduce absenteeism and staff turnover (Australian Government, Department of Health 2013 <http://www.healthyworkers.gov.au/internet/hwi/publishing.nsf/Content/why>)

Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health (Medibank Private 2005 The health of Australia's workforce <http://www.medibank.com.au>)

West Hawthorn Pre-school recognises that every member of the service impacts on the health of others and can contribute to creating an environment that promotes health and Well-being. All staff, contractors, visiting students and volunteers will be supported to meet this policy.

### 4. SOURCES AND RELATED POLICIES

#### Sources

- *National Quality Framework, Standard 7.1 Effective leadership promotes a positive culture and builds a professional learning community*
- *DEECD Principles for Health and Well-being*
- *Code of Ethics Charter: <https://www.vit.vic.edu.au/professional-responsibilities/conduct-and-ethics>*

#### Service Policies

- *Inclusion and Equity Policy*
- *Occupational Health and Safety Policy*
- *Employment Policy*
- *Staffing Policy*
- *Interactions with Children Policy*
- *Code of Conduct Policy*
- *Sun Protection Policy*
- *Nutrition Policy*

### PROCEDURES

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

- ensuring all staff are accepted and valued as individuals and professionals
- enabling and cultivating a positive workplace culture that promotes inclusiveness, values difference and provides support
- ensuring there are effective communication channels open and in place to support the health and Well-being of staff
- recognising staff for the work they do and providing relevant and regular feedback including intentionally checking in with staff about their Well-being at least annually (via a phone call, email or catch up)
- supporting and resourcing the use of 'Staff Development Plans' and 'Staff Appraisal Forms' amongst staff to support staff to enhance knowledge of their own health
- providing support for all employees through our Human Resources Committee Member Role
- ensuring sun smart practices, healthy eating and exercise are promoted to staff and form a part of the induction process for new staff /volunteers/ visiting students.
- providing staff with information about educator immunisation recommendations for the Early Childhood sector
- maintaining up to date Occupational Health and Safety (OH&S) policies and practices at WHPS

- seeking professional support through the Department of Education and Training (DET) for WHPS staff, if necessary, in the unlikely event of a traumatic incident occurring at WHPS.
- reviewing, responding to and, if required, acting on any concerns for staff's health or Well-being in a timely manner
- acting on any complaints, grievances or breaches in regards to the staff health and Well-being policy in a timely manner
- ensuring this policy is available to staff and is easy to access
- monitoring the implementation of this policy
- ensure 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:**

- supporting the implementation of this policy
- working to promote a positive workplace culture that promotes inclusiveness, values difference and provides support
- keeping communication channels open and in place to support staff health and Well-being
- ensuring the skills and abilities of staff members are valued
- ensuring sun smart practices, healthy eating and exercise are promoted to staff and form a part of the induction process for new staff/volunteers/ visiting students
- ensuring 'Staff Development Plans' and 'Staff Appraisal Forms' are developed by each staff member annually in consultation with the Educational Leader and/or Director and that staff are supported to do so
- informing the Approved Provider if they become aware that a staff member's health or Well-being is compromised
- informing the Approved Provider of any complaints, grievances or breaches in regards to the staff health and Well-being policy
- keeping a record of the immunisations status that are provided by staff in regards to the early childhood sector recommendations, in staff records
- equipping staff with practical information and strategies around WHPS OH&S policies and practices

**All staff are responsible for:**

- reading and implementing this health and Well-being policy in their work roles
- support the policy to ensure the workplace culture is supportive and positive for staff health and Well-being
- complying with the policy at all times while completing work related duties
- treating other staff and WHPS stakeholders with respect and dignity
- complying with the WHPS Code of Conduct Policy.
- being aware of the Code of Ethics Charter and the implications this has for relationships with others in the workplace.
- informing the Nominated Supervisor if their health or Well-being is compromised
- completing a 'Staff Development Plan' and 'Staff Appraisal Form' annually in consultation with the Educational Leader and/or the Director
- adhering to WHPS OH&S policies and practices
- following sun smart practices like wearing tops with sleeves, applying sunscreen and wearing sunglasses when appropriate
- inform management if they believe the policy is not being followed.
- inform the Nominated Supervisor of their immunisation status as it relates to their work in the early childhood sector
- maintain and model healthy eating and healthy exercise both within WHPS and in broader environments.
- inform the Approved Provider if they become aware that a fellow staff member's health or Well-being is compromised

**Evaluation**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider 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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.
- encourage staff to provide input into health and Well-being initiatives within and outside the service
- engage health professionals, services and organisations who can support promotion of staff health and Well-being

## **ATTACHMENTS**

Nil

## **MONITORING AND REVIEW**

This policy will be monitored by educators, staff, families, management and the health and Well-being team. It will be reviewed at least once every 3 years as part of a policy review schedule.

## **AUTHORISATION**

This policy was adopted by the Approved Provider of West Hawthorn Pre-school on 25/10/2019

This policy was endorsed through communication to Stakeholders on 09/12/2019

**REVIEW DATE: 09/12/2023**