

STAFF HEALTH AND WELLBEING POLICY

Best Practice – Quality Area 7

PURPOSE

This policy will provide guidelines for Gembrook Preschool to 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.

POLICY STATEMENT

1. VALUES

Gembrook Preschool is committed to:

- providing its staff with a safe, healthy and supportive environment in which to work
- recognising that the health and wellbeing of its 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.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Gembrook Preschool.

3. 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.¹ Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health.²

Whole service engagement

It is recognised that every member of the service impacts on 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

Relevant legislation and standards include but are not limited to:

- National Quality Standard, Standard 7.2 Effective leadership builds and promotes a positive organisational culture and professional learning community

4. SOURCES AND RELATED POLICIES

Sources

- The Department of Education and Training: *Principles for Health and Wellbeing*

Service policies

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Emergency and Evacuation Policy*

¹ Australian Government, Department of Health 2013
<http://www.healthyworkers.gov.au/internet/hwi/publishing.nsf/Content/why>

² Medibank Private 2005 The health of Australia's workforce <http://www.medibank.com.au>

- *Incident, Injury, Trauma and Illness Policy*
- *Occupational Health and Safety policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

Related Documents

- Healthy Together Achievement Program for workplaces
- Heart Foundation: Workplace Wellness
- Healthy Workers Initiative

PROCEDURES

The Approved Provider and Persons with Management and 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
- recognising staff for the work they do and providing relevant and regular feedback
- providing professional development and resources as required, to support staff to enhance knowledge of their own health
- ensuring that all staff, volunteers and visiting students are aware of the policy at induction and have the opportunity to provide feedback
- ensuring that this policy is available to all staff and easy to access
- monitoring the implementation of this policy
- ensuring that all staff are encouraged to contribute in reviewing this policy
- discussing any changes to the policy.

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 that the workplace culture is supportive and positive for staff health and wellbeing
- being respectful of each other
- complying with this policy at all times while completing work related duties
- informing management if they believe the policy is not being followed.

Our workplace will:

- provide a healthy physical and social environment, promote awareness of key health issues for staff and support
 - 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.

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

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.

ATTACHMENTS

Attachment 1 – Wellbeing Day Guidelines

AUTHORISATION

This policy was adopted by the Approved Provider of Gembrook Preschool on 22nd February 2016.

REVIEW DATE: 25TH FEBRUARY 2022

PASSED AT COMMITTEE MEETING: 9th March 2022

REVIEW FREQUENCY: 1 year

NEXT REVIEW DUE: Annually as per policy review calendar

ATTACHMENT 1

Wellbeing Day Guidelines

Gembrook Preschool is committed to ensuring the physical and mental health of its employees. It is recognised that staff occasionally require time off during term, however this can be difficult as all annual leave is taken during term breaks. To this extent, Gembrook Preschool will offer one 'Wellbeing Day' per year to each permanent employee.

The Wellbeing Day can be used to take a paid day off during term without needing to qualify for any paid leave entitlements that are applicable under the award. No reason need be given for taking a Wellbeing Day.

The following conditions will apply.

- The Wellbeing Day is available for staff who have completed at least one full year of continuous service at Gembrook Preschool.
- The Wellbeing Day is one working day, regardless of the number of hours the employee is rostered on for that day.
- The time will come out of the employee's personal (sick) leave entitlements.
- Wellbeing Days will not accrue. If an employee does not take their Wellbeing Day before the end of the year, it will be forfeited.
- The employee must give the Centre Manager a minimum of three working days' notice of their desire to take their Wellbeing Day. Days can be booked up to six months in advance.
- Only one employee may use their Wellbeing Day at a time. Therefore, if another staff member has already booked a Wellbeing Day for that day, the leave will be refused. In addition, if another staff member has other planned leave on that day, the Wellbeing Day may be denied.
- The Wellbeing Day provisions will be reviewed by the Committee annually.

Proposed additions:

- Wellbeing Days will not be approved during the first 3 weeks or the last week of the kindergarten year.
- Wellbeing Days will be approved at the discretion of the Executive Committee of Management. If a request is denied, the Centre Manager must give an explanation.