

# STAFF HEALTH AND WELLBEING POLICY

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## Best Practice – Quality Area 7

### PURPOSE

This policy will provide guidelines for Barry Rd Pre School 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.

This policy confirms our commitment to:

- Providing our staff with a safe, healthy, and supportive environment in which to work
- Recognizing 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

#### 1. VALUES

Barry Rd Pre School is committed to:

- providing its staff with a safe, healthy, and supportive environment in which to work
- recognizing 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 Barry Rd Pre School.

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

##### Whole service engagement

It is recognized 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, including Quality Area 4 and Quality Area 7

#### 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
- 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
- Achievement Program for workplaces

## **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
- recognizing 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 can 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 organizations 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. professionals, services, and organizations who can support promotion of staff health and wellbeing.**

## **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.

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Barry Rd Pre School on 5<sup>th</sup> September 2023

**REVIEW DATE:** 5/09/2025.