

STAFF HEALTH AND WELL BEING POLICY

Mandatory – Quality Area 2

1. PURPOSE

As a health promoting service, Bethany Kindergarten Services (BKS) 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.

2. SCOPE

This policy applies to BKS as the Approved Provider, Nominated Supervisor, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the BKS, including during offsite excursions and activities.

3. BACKGROUND

A focus on the health and wellbeing of staff can help to improve 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

4. POLICY

BKS as the Approved Provider is 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 provide relevant feedback
- ensuring that the staff/volunteers/visiting students have the opportunity to provide feedback
- monitoring the implementation of this policy
- ensuring the policy is available to staff and is easy to access
- providing support for all employees through Human Resources and or an employee assistance program.

Staff are encouraged to:

- read, fully understand and action this health and wellbeing policy in their work roles
- support the policy to ensure the workplace culture is supportive and positive for their health and wellbeing
- be respectful of each other
- comply with the policy at all times while completing work related duties
- inform management if they believe the policy is not being followed.

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>

5. PROCEDURES

Our workplace will:

- provide a healthy environment and promote awareness of key health issues for staff that supports
 - healthy eating and oral health
 - physical activity
 - 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 health and wellbeing.

6. SOURCES AND RELATED POLICIES

Legislation and standards

National Quality Framework, Standard 7.1 Effective leadership promotes a positive culture and builds a professional learning community.

7. EVALUATION

This Policy will be monitored by BKS staff. In order to assess whether the values and purposes of the policy have been achieved, BKS as the approved provider will:

- seek feedback from staff and those 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 employees at least 14 days before making any change to this policy or its procedures.

8. AUTHORISATION

This policy was adopted by the BKS as the Approved Provider on 1 January 2017 and was last updated on 1 July 2017.

9. POLICY REVIEW

BKS may make changes to this policy from time to time. A review will be conducted by 1 July 2019.