

PURPOSE

As a health promoting service, Highvale Preschool 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

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Centre Supervisors, educators, staff, students on placement, volunteers, families, parents/guardians, children and others attending the programs and activities of Highvale Preschool

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 77-78, 168
- Equal Opportunity Act 2010(Vic)
- National Quality Framework
 - Standard 7.2 Effective leadership promotes a positive culture and builds a professional learning community
- Occupational Health and Safety Act 2004

SOURCES AND SERVICE POLICIES

Sources

- Healthy Together Achievement Program for Workplaces,
<http://www.achievementprogram.healthytogether.vic.gov.au/workplaces>
 - Heart Foundation: Workplace Wellness,
<http://heartfoundation.org.au/for-professionals/physicalactivity/workplace-wellness>
- Healthy Workers Initiative, <http://www.healthyworkers.gov.au/>

Service Policies

- Occupational Health and Safety Policy
- Sun Protection Policy

PROCEDURES

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
- Recognising staff for the work they do and provide relevant and regular feedback
- Providing professional development and resources as required, to support staff to enhance knowledge of their own health
- ensuring that the staff, volunteers and 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

STAFF HEALTH AND WELLBEING POLICY

BEST PRACTICE – QUALITY AREAS 2



- 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:

- reading, fully understanding and actioning the staff health and wellbeing policy in the work place
- supporting the policy to ensure the workplace culture is supportive and positive for staff health and wellbeing
- complying with the policy at all times while completing work related duties
- informing management if they believe the policy is not being followed

ALL OTHER EDUCATORS 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
- complying with the policy at all times while completing work related duties
- informing management if they believe the policy is not being followed

HIGHVALE PRESCHOOL 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.

VOLUNTEERS AND STUDENTS, WHILE AT THE SERVICE, ARE RESPONSIBLE FOR FOLLOWING THIS POLICY AND ITS PROCEDURE

EVALUATION:

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all 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 change to this policy or its procedures

ATTACHMENTS:

ATTACHMENT 1: AGREED ACTIVITIES TO PROMOTE STAFF HEALTH AND WELLBEING

ATTACHMENT 2: STAFF BREAKS

AUTHORISATION:

Adopted by Highvale Preschool Association Inc. 20th May 2021 and will take effect from 4th June, 2021

REVIEW DATE: May 2024

STAFF HEALTH AND WELLBEING POLICY

BEST PRACTICE – QUALITY AREAS 2



ATTACHMENT 1.

AGREED ACTIVITIES TO PROMOTE STAFF HEALTH AND WELLBEING

STAFF MEETINGS:

- Paid staff meeting to be held twice a term for all staff members. Paid for attendance of 2 hours per meeting. Hours can be varied up to a total of 4 hours per term
- Termly staff dinners to be covered up to the value of \$100 per dinner
- 3-4 year old educators and 4-5 year old educators to hold staff meeting once a term and be paid for attendance of 2 hours per meeting

ATTACHMENT 2: STAFF BREAKS:

BREAKS WILL BE ALLOCATED AS PER:

- VICTORIAN EARLY CHILDHOOD TEACHERS AND EDUCATORS AGREEMENT 2016 (VECTEA2016) Clause no. 34:
- VICTORIAN EARLY CHILDHOOD TEACHERS AND EDUCATORS AGREEMENT 2020(VECTEA2020) Clause no. 33: