

# STAFF HEALTH AND WELLBEING

## BEST PRACTICE – QUALITY AREA 7



### 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

### POLICY STATEMENT

#### 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 RELATED 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 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 and regular feedback
- Providing professional development and resources as required, to support staff to enhance knowledge of their own health

# STAFF HEALTH AND WELLBEING

## BEST PRACTICE – QUALITY AREA 7



- 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
- ensuring that all staff are encouraged to contribute at review
- discussing any changes to the policy.

### THE NOMINATED SUPERVISOR IS 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
- working with the Staff Liaison Officer to ensure the Health and Wellbeing of Staff
- complying with the policy at all times while completing work related duties
- informing management if they believe the policy is not being followed

### CENTRE SUPERVISORS AND OTHER EDUCATORS/STAFF 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.
- Appoint a committee member to take on the role of Staff Liaison Officer

### 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.

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## BEST PRACTICE – QUALITY AREA 7



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### ATTACHMENTS:

ATTACHMENT 1: AGREED ACTIVITIES TO PROMOTE STAFF HEALTH AND WELLBEING

ATTACHMENT 2: STAFF BREAKS

ATTACHMENT 3: STAFF LIAISON

### AUTHORISATION:

Adopted by Highvale Preschool Association Inc. on 17<sup>th</sup> May, 2018 and will take effect from 1<sup>st</sup> June, 2018

**REVIEW DATE:** April 2021

### 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 staff to hold staff meeting once a term and be paid for attendance of 2 hours per meeting

#### ATTACHMENT 2: STAFF BREAKS:

VICTORIAN EARLY CHILDHOOD TEACHERS AND EDUCATORS AGREEMENT 2016 (VECTEA2016) states in Clause no. 34:

##### 34. MEAL BREAKS

34.1 Within the daily hours of attendance employees are entitled to a meal break from teaching or contact with children:

- (a) commencing no later than 5.5 hours from commencement of rostered work; and
- (b) of not less than thirty consecutive (30) minutes duration; and
- (c) where required by the Regulations or the employer to remain on the premises such break will be paid and allocated as non-teaching/non-contact time.

34.2 The break can be either:

- (a) concurrent with non-teaching or non-contact duties and included in the employee's normal working hours; or
- (b) free of all duties and consequently unpaid.

At Highvale our staff rosters take into account the above clause. The above clause usually will only apply to the 4-5 year old teaching staff as their contact time in sessions is 5 hours. Staff will be considered to be having a paid break at the conclusion of the contact time of the 4-5 year old session. These breaks are taken at the 5.5 hour mark in their day and staff complete non-teaching duties at this time. These breaks are therefore considered to be paid breaks and count as their non-contact time.

3-4 Year old staff do not have hours per day in excess of 5.5 hours.



### **STAFF WORKING A RELIEF SHIFT:**

Staff working for another member will work that members rostered hours for the day and be paid accordingly

#### **When a staff member is working a double shift (i.e. on Wednesday)**

Staff will be entitled to a break of 30 minutes in the time period before 5.5 hours have been worked with children.

A staff member who is off the floor will relieve the educator for a 30minute break. This break will be free from duties with children, but non-contact duties can be done during this time and it will be considered a paid break.

### **ATTACHMENT 3: STAFF LIAISON:**

Highvale Preschool Committee of Management will manage the Staff Liaison Role.

This will usually be the responsibility of the Vice President, but if Committee of Management consider a person on the Committee of Management is a more suitable candidate for the role, they may appoint such person to be the Staff Liaison Officer.

#### **Role of the Staff Liaison Officer**

- Manage the staff appraisal process in conjunction with the President
- Make regular contact with staff re their health and wellbeing
- Be a point of contact for the staff and communicate between staff and committee when required
- Liaise with administration about staff employment files
- Liaise with staff on matters such as leave, qualification requirements, professional development, etc.
- Communicate with nominated supervisor on any staff related issue that are raised