

STAFF HEALTH AND WELL BEING POLICY

Mandatory – Quality Area 2

GKA STATEMENT OF COMMITMENT TO CHILD SAFETY

GKA is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

1. PURPOSE

As a health promoting service, the Geelong Kindergarten Association (GKA) will promote the health and wellbeing of all staff and educators 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 the GKA as the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the GKA, including during offsite excursions and activities.

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

4. POLICY

The Geelong Kindergarten Association 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 and regular feedback
- ensuring that the staff //volunteers/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 staff and is easy to access
- ensuring that staff are encouraged to contribute at review
- discussing any changes to the 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>

- providing support for all employees through Human Resources and or 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.

5. PROCEDURES

Our workplace 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 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 Staff Health and Wellbeing Policy will be monitored by Geelong Kindergarten Association staff, management and Human Resources. In order to assess whether the values and purposes of the policy have been achieved, the Geelong Kindergarten Association 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 Geelong Kindergarten Association as the Approved Provider on **1 January 2017**.

9. POLICY REVIEW

GKA may make changes to this policy from time to time. A review will be conducted by 31 July 2017.