



### 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

## QUALITY AREA 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. 20<sup>th</sup> May 2021 and will take effect from 13 June 2024

**REVIEW DATE:** June 2027

# STAFF HEALTH AND WELLBEING POLICY

QUALITY AREA 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 \$600 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 2020(VECTEA2020) Clause no. 33:
- Or any further VECTEA agreement