

# Staff Wellbeing Policy

*(Ratified by School Council: October 2023)*

## **PURPOSE:**

We will promote the health and wellbeing of staff through learning, policies, and creating a safe and healthy physical and social environment.

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 imperative, and that it not only benefits the individual, but also students, families and the wider community
- providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

## **GUIDELINES:**

### **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. Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health.<sup>2</sup>

### **Whole school engagement**

It is recognised that every member of the school impacts on the health of each other and can contribute to creating an environment that promotes health and wellbeing. All staff, contractors, preservice teachers and volunteers will be supported to work within this policy.

### **Responsibilities**

Staff have a responsibility to:

- ensure all staff are accepted and valued as individuals and professionals
- ensure effective health and wellbeing communication channels are in place
- enable and cultivate a workplace culture that promotes connectedness, is inclusive and provides support
- recognise staff for the work they do and provide relevant and regular feedback
- provide professional development and resources to support staff to enhance knowledge of their own social and emotional health.
- ensure that the staff and preservice teachers are aware of the policy at induction and have the opportunity to seek clarification

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<sup>2</sup> Medibank Private 2005 The health of Australia's workforce

- monitor the implementation of this policy
- ensure the policy is available to all staff and easy to access
- ensure that all staff are encouraged to contribute at review
- notify staff of any changes to the policy
- read, fully understand and action the Staff Wellbeing policy in their work roles
- support the policy to ensure the workplace culture is supportive and positive for staff health and wellbeing
- be respectful of each other
- comply with the policy at all times while in the workplace or performing work related duties
- inform leadership if they believe the policy is not being followed.

## Procedures

### Our workplace will:

- promote awareness of key health issues for staff, and provide a healthy physical and social environment that supports
  - healthy eating
  - physical activity
  - smoke free environment
  - safe environments
  - mental health and wellbeing
  - life work balance
  - sun safety
  - responsible alcohol and medication use.
- encourage staff to provide input into health and wellbeing initiatives within and outside the school

engage health professionals, services and organisations who can support promotion of staff health and wellbeing. This includes the Employee Assistance Program (EAP) service.

### Relevant accountability documents

- [Principal Health and Wellbeing](#)
- [Mental Health and Wellbeing — Employees](#)

### Related documents

- [Healthy Together Achievement Program for workplaces](#)
- [Victorian Government Schools Agreement 2022](#)

### Monitoring and review

The staff wellbeing policy will be monitored and reviewed by the staff and school council at least once every two years.

### Resources

[Employee Assistance Program \(EAP\): 1300 361 008](#)

### POLICY EVALUATION:

Evaluation will be conducted by the Student Engagement in Learning Team every two years.

### DUE DATE FOR REVIEW:

Due for review in October 2025