

# STAFF HEALTH AND WELLBEING

QUALITY AREA 7 |



## PURPOSE

This policy provides guidelines for Eureka Community Kindergarten Association Inc. (ECKA) to:

- provide the Eureka Community Kindergarten Association Inc. (ECKA) staff with a safe, healthy and supportive environment in which to work
- recognize that the health and wellbeing of ECKA staff is important and that it not only benefits the individual, but also the children, families and the wider community
- raise awareness within the workplace about issues that impact on health and wellbeing
- provide and promote a supportive workplace culture where healthy lifestyle choices are valued, encouraged and supported
- promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace
- educate employees about issues relating to health and wellbeing.



## POLICY STATEMENT

### VALUES

Eureka Community Kindergarten Association Inc. (ECKA) is committed to:

- Providing a healthy physical and social environment and promote awareness of key health issues for staff that supports
- healthy eating and oral health
- Physical activity
- Smoke free environment
- Safe environments
- Mental health and wellbeing
- Sun protection
- Encouraging staff to provide input into health and wellbeing initiatives with-in and outside of the service
- Engaging health professionals, services and organisations who can support promotion of staff health and well being

### PRINCIPLES

When applying this policy, ECKA will ensure the following principles underpin all decisions and actions:

Health is more than just the absence of illness and injury

Wellness is holistic and is inclusive of all aspects of a person; physical, emotional, mental

Wellness is an individual's responsibility; it can be supported, encouraged and contributed to by the workplace, but is ultimately up to the individual to pursue

Participation in health and wellbeing strategies is voluntary

All health and wellbeing strategies will be equally accessible to all ECKA employees

Positivity is empowerment; negative thinking strips a person of power, working towards a goal provides a greater incentive

Wellness is a active process; health and wellbeing does not just happen and is not dependant on someone else – each person must be actively involved in their own health and wellbeing

Health and wellbeing acknowledges and supports OH&S procedures and practices

## SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, and volunteers, attending the programs and activities of Eureka Community Kindergarten Association Inc. (ECKA).

<b>RESPONSIBILITIES</b>	Approved provider	Nominated supervisor	Early childhood	Parents/guardians	Contractors, volunteers
<b>R indicates legislation requirement, and should not be deleted</b>					
Ensuring all staff are accepted and valued as individuals and professionals	√	√	√		
Ensure effective health and wellbeing communication channels are in place	√	√	√		
Provide a workplace that promotes health and healthy behaviours	√				
Enable and cultivate a workplace culture that promotes connectedness, is inclusive and provides support	√	√	√		√
Recognize 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 health and what impacts a person's health	√				
Ensure that the staff/ volunteers/ visiting students are aware of the policy at induction and have the opportunity to provide feedback	√	√			√
Monitor the implementation of the policy through standing item inclusion on WHS Committee Agenda	√				
Ensure the policy is available to all staff and easy to access	√	√			
Ensure all staff are encouraged to contribute at review	√	√	√		

Read and action the staff health and wellbeing policy in their work area					
Promote the policy to ensure the workplace culture is supportive and positive for staff health and wellbeing	√	√	√		√
Comply with the policy at all times while completing work related duties	√	√	√		√
Inform the ECKA Management; CEO, HRM, OM or EEA if they believe the policy is not being followed	√	√	√		√



## 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. Research has shown that healthy, engaged employees are nearly three times more productive than employees in poor health.

It is recognised that every member of the service impacts on the health of others and can contribute to

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- National Quality Standard: Quality Area 7
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.



## SOURCES AND RELATED POLICIES

### SOURCES

- Achievement program for Workplaces Victorian Government
- Worksafe Victoria: Healthy workplace kit
- Australian Government Department of Health

## RELATED POLICIES

- Occupational Health and Safety
  - Mental Health and Wellbeing
  - Code of Conduct
  - Staffing
  - Nutrition, Oral Health and Active Play
  - Sun Protection
  - Family Violence Support
  - Tobacco Alcohol and other Drugs
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## EVALUATION



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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to staff health and wellbeing issues
  - 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
  - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).
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## ATTACHMENTS

- Nil
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## AUTHORISATION

This policy was adopted by Eureka Community Kindergarten Association Inc. (ECKA) on 01/12/2015.

Last Reviewed: 25/10/2017, 24/08/2020, 24/11/2022

REVIEW DATE: October 2023

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