



# BALWYN EAST KINDERGARTEN INC.

## STAFF HEALTH AND WELL BEING POLICY

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Best Practice – Quality Area 3

### PURPOSE

As a health promoting service, Balwyn East Kindergarten 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

#### 1. 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<sup>1</sup>. Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health<sup>2</sup>.

It is recognised that every member of the service impacts on the health of others and can contribute to creating an environment that promotes health and wellbeing. All staff, contractors, visiting students and volunteers will be supported to meet this policy.

##### 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, 79–80 (if the service provides food), 168
- *Equal Opportunity Act 2010* (Vic)
- *National Quality Framework*, Standard 7.1 Effective leadership promotes a positive culture and builds a professional learning community
- *Occupational Health and Safety Act 2004*

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Comlaw: <http://www.comlaw.gov.au/>

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<sup>1</sup> Australian Government, Department of Health 2013  
<http://www.healthyworkers.gov.au/internet/hwi/publishing.nsf/Content/why>

<sup>2</sup> Medibank Private 2005 *The health of Australia's workforce* <http://www.medibank.com.au>

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisors, educators, staff, students on placement, volunteers, families, parents/guardians, children and others attending the programs and activities of Balwyn East Kindergarten.

## 3. 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/physical-activity/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
- 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 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.

## PROCEDURES

Balwyn East Kindergarten 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 procedures.**

### 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

Nil

## AUTHORISATION

This policy was adopted by the Approved Provider of Balwyn East Kindergarten on 23/08/16.

**REVIEW DATE: 28 SEPTEMBER 2019**