

## STAFF HEALTH AND WELLBEING POLICY

<b>Policy Number</b>	P-Q4-B001	<b>Version Number</b>	1.00
<b>Drafted by</b>	Director of Education	<b>Approved Date:</b> <b>Review Date:</b>	May 2025 May 2026
<b>Responsibility</b>	The Board of Bubup Womindjeka Family and Children's Centre Association (Inc.) (See definitions)		
<b>Related Service Policies</b>	<ul style="list-style-type: none"> <li>Mental Health and Wellbeing Policy</li> <li>Occupational Health and Safety Policy</li> <li>Oral Health Policy</li> </ul>	<ul style="list-style-type: none"> <li>Tobacco, Alcohol and Other Drugs Policy</li> <li>Sun Protection Policy</li> <li>Nutrition and Active Play Policy</li> </ul>	
<b>Legislation and Standards</b>	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> <li>Education and Care Services National Law Act 2010</li> <li>Education and Care Services National Regulations 2011: Regulations 77–78, 79–80 (if the service provides food), 168</li> <li>Equal Opportunity Act 2010 (Vic)</li> <li>National Quality Framework, Standard 7.1 Effective leadership promotes a positive culture and builds a professional learning community</li> <li>Occupational Health and Safety Act 2004   Australian Government,</li> </ul> <p>The most current amendments to listed legislation can be found at:</p> <ul style="list-style-type: none"> <li>Victorian Legislation – Victorian Law Today: <a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a></li> <li>Commonwealth Legislation – Comlaw: <a href="http://www.comlaw.gov.au/">http://www.comlaw.gov.au/</a> Early Learning Association Australia Telephone 03 9489 3500</li> </ul>		
<b>Sources</b>	<ul style="list-style-type: none"> <li>Healthy Together Achievement Program for Workplaces <a href="https://www.achievementprogram.health.vic.gov.au/workplaces">https://www.achievementprogram.health.vic.gov.au/workplaces</a></li> </ul>		

### AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children's Centre Board of Governance on 1st June 2021.

### PURPOSE

As a health promoting service, Bubup Womindjeka Family and Children's Centre 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 (Board of Governance), the Nominated Supervisor/s, Persons in day-to-day charge, Educators and other staff, and volunteers at Bubup Womindjeka Family and Children's Centre and those in the wider community irrespective of their use of or association with the services provided by Bubup Womindjeka Family and Children's Centre.

### 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. 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.

## PROCEDURES

Bubup Womindjeka Family and Children's Centre 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.

## ROLE RESPONSIBILITIES

**The Approved Provider (Board of Governance) are responsible for:**

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy.

**The Nominated Supervisor and Persons in Day-to-Day Charge 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
- ensuring that all staff are encouraged to contribute to the review of this policy.

**Educators and all other staff 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 the Nominated Supervisor if they believe the policy is not being followed.

**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 Nominated Supervisor will:

- regularly seek feedback from everyone 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 staff, parents/guardians and the greater community at least 14 days before making any changes to this policy or its procedures.

## Relevant Forms/Documents

Version History			
Date	Version	Author/s	Details
June 2021	1.00	Director of Education	New Policy
April 2022	1.00	Director of Education	Reviewed and no changes made
April 2022	1.00	Director of Education	Reviewed and no changes made
May 2024	1.00	Director of Education	Reviewed and no changes made
May 2025	1.00	Director of Education	Reviewed and no changes made