

STAFF WELLBEING POLICY

PURPOSE

This policy aims to outline the ways that staff and their wellbeing is supported at Home Road Kindergarten.

POLICY STATEMENT

1. VALUES

Home Road Kindergarten is committed to providing an environment for staff that is conducive to their physical, emotional and professional wellbeing. At Home Road Kindergarten we value our staff as persons, colleagues and vital contributors to the accomplishment of the Kindergarten's mission.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators and staff of Home Road Kindergarten.

3. BACKGROUND & LEGISLATION

Background

The early childhood education profession is demanding on many levels – emotionally, mentally, and physically. As such, it is the responsibility of the employer to provide a workplace that supports the wellbeing of all employees in each of these areas.

A Staffing Sub-committee (SSC) is formed each year from the elected kindergarten management committee. The staffing sub-committee includes the President, Vice President and two other committee members.

It is the role of the SSC in partnership with the Educational Leader to be available to all staff for all work-related matters and any personal matters that may be impacting a staff member or their performance.

It is primarily the role of the SSC to be involved in the Staff Appraisal Process, Goal Setting, Grievance Issues and Performance Management in partnership with the Educational Leader. At times, the SSC may also be assisted by other members of the management committee.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- *Occupational Health and Safety Act 2004*
- *Public Health and Wellbeing Act 2008*
- Equal Employment Opportunity Legislation

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

Exceptional Circumstances: Situations beyond the employee's control.

5. SOURCES AND RELATED POLICIES

Service Policies

Occupational Health & Safety

Code of Conduct

Equal Employment Opportunity

Prevention of Harassment and Bullying

Staffing

Staff Grievance

PROCEDURES

The Approved Provider is responsible for ensuring Home Road Kindergarten has an environment that is conducive to staff's physical, emotional and professional wellbeing. This is achieved through a commitment to the following:

- ensuring all staff are familiar with the vision, philosophy, mission, culture and team essential agreement of Home Road Kindergarten through the induction program and periodical professional learning events and meetings.
- ensuring all staff are supported by the Occupational Health and Safety policy creating a healthy and safe work environment.
- respecting individual differences and ensuring the interests, talents and expertise of all staff are utilised and valued while enabling all staff to work as a cohesive team towards common goals.
- encouraging all educators to participate in the planning and delivery process by contributing at Home Road Kindergarten staff and teacher meetings.
- ensuring that all concerns raised by staff are treated with professionalism and confidentiality.
- ensuring that the workplace is free from harassment and bullying.
- supporting staff to undertake professional learning to enhance existing skills and career development.
- ensuring resources are provided to strongly encourage co-educators to attend a PD session each year to enhance career development as we value and support their knowledge and skills and contribution to the teaching team.
- providing assistance and resources where additional classroom management support is required. This may be in the form of mentoring, physical resources and/or training (where resources are available subject to committee approval).
- ensuring there is a forum and/or availability of committee members and by which staff are able to voice concerns, opinions and ideas on policy, practice and staff welfare.
- ensuring staff are aware of the leave provisions in the award in the event of personal events that may require absence over and above normal leave provisions.
- ensuring all staff have equal access to Kindergarten news, information on rights and responsibilities, and the right to attend and contribute to committee meetings and policies and in the areas of employment conditions and professional learning.
- encouraging staff friendships, trust, respect and confidence.
- offer and encourage participation of social events for staff, some of which are in partnership with the committee for the development of a cohesive team environment.
- making resources available to support staff in the event of a distressing personal situation.
- at the discretion of the administration manager or educational leader, making resources equally available for activities that may aid in staff health promotion or wellbeing.

The Educational Leader is responsible for:

- supporting the Approved Provider and staff in the accomplishment of the above mentioned items.
- supporting educator classroom management skills and provide support and guidance to educators to assist with achieving their professional goals.

- meeting with educators (once per term) to discuss on an individual basis any issues and areas of professional development.
- guiding the monthly staff meetings in a positive and productive format. Meetings involve a balance of information and team building activities.
- encouraging and leading a positive workplace environment with open communication and availability for staff to voice concerns and ideas.
- upholding the team essential agreement and supporting all other staff members in its implementation.
- ensuring the team essential agreement is reviewed annually in consultation with all staff members.

Certified Supervisors, other educators and staff members are responsible for:

- supporting the Approved Provider and Educational Leader in the accomplishment of the above mentioned items for colleagues and themselves.
- being aware of the philosophy of Home Road Kindergarten and participating in meetings and professional learning activities where possible.
- respecting fellow staff members and working together to achieve a professional, safe and positive environment with the Home Road Kindergarten philosophy and mission in mind.
- being aware of Home Road Kindergarten policies, responsibilities and employment conditions and adhere to these conditions.
- maintaining an environment free from bullying and harassment, and support and respect the differences of fellow staff members.
- upholding the team essential agreement and supporting all other staff members in its implementation.
- participating in the annual review of the team essential agreement.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider of Home Road Kindergarten 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 employees at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Attachment 1: Team Essential Agreement

AUTHORISATION

This policy was adopted by the Approved Provider of Home Road Kindergarten on 2 October 2018.

REVIEW DATE: OCTOBER 2020

TEAM ESSENTIAL AGREEMENT

In relation to each other:

- We respect differences.
- We will value each other's teaching styles.
- We will respect each other's different personalities, listen to different views and opinions and value them.
- We will value each other's different experiences, knowledge and ideas.
- It is ok to disagree. It is good practice to have robust discussions and ask '*curriculum questions*' in a respectful way. Curriculum questions are not a personal attack but a question in regards to our teaching/ learning/ planning/ policies.
- We will be consistent across the kindergarten in line with our policies and procedures.
- We will support each other.
- We will trust each other.
- We will give each other constructive feedback.
- We will give each other time to talk.
- We will have each other's back.
- We will validate how people feel.

Confidentiality:

- We will keep all information regarding children confidential.
- We will respect each other's confidentiality.
- We will respect each family's right to confidentiality.
- We will protect the confidentiality of the team and keep all team matters confidential.
- We will protect our reputation and represent HRK when we are in the community in a positive way.

Communication:

- We will communicate openly, honestly and regularly with our team members to ensure cohesive teamwork.
- We will communicate between teams to create open lines of understanding of what each group is doing.
- We will communicate via email, in person and through team meetings.
- If we cannot make a staff meeting, we will read the minutes and contribute to what has been discussed.
- If we have an issue, we will discuss this directly with the person involved.

Collaboration across teams:

- Collaboration is an important part of HRK.
- We believe in sharing expertise, knowledge and ideas across teams.
- We aim to mentor each other with new ideas, practices and teaching resources.
- Collaboration with workload across the team is essential.

I will:

- Be myself.
- Be safe and supported at HRK.
- Network with others.
- Ask for help when I need it.
- Have confidence in my team and myself.
- Use a strength based approach in relation to others.
- Provide constructive feedback.
- Be solution minded.
- Have fun!

HRK will:

- Have social events for the team.
- Create social connections.

Prepared by HRK staff in December 2017