

# BEACONSFIELD KINDERGARTEN INC.

## STAFF HEALTH AND WELLBEING POLICY

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Best Practice – Quality Area 7

### PURPOSE

This policy will provide guidelines for Beaconsfield Kindergarten to 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.

### POLICY STATEMENT

#### 1. VALUES

Beaconsfield Kindergarten Inc. is committed to:

- providing its staff with a safe, healthy and supportive environment in which to work
- recognising that the health and wellbeing of its 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.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Beaconsfield Kindergarten Inc.

#### 3. 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>

##### Whole service engagement

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:

- National Quality Standard, including Quality Area 4 and Quality Area 7

#### 4. SOURCES AND RELATED POLICIES

##### Sources

- The Department of Education and Training: *Principles for Health and Wellbeing*

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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>

## **Service policies**

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Emergency and Evacuation Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Occupational Health and Safety policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

## **Related Documents**

- Achievement Program for workplaces
- Heart Foundation: Workplace Wellness
- Healthy Workers Initiative

## **PROCEDURES**

### **The Approved Provider and Persons with Management and Control 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 providing relevant and regular feedback
- providing professional development and resources as required, to support staff to enhance knowledge of their own health
- ensuring that all staff, volunteers and visiting students are aware of the policy at induction and have the opportunity to provide feedback
- ensuring that this policy is available to all staff and easy to access
- monitoring the implementation of this policy
- ensuring that all staff are encouraged to contribute to reviewing this policy
- discussing any changes to the policy.

### **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 that the workplace culture is supportive and positive for staff health and wellbeing
- being respectful of each other
- complying with this policy at all times while completing work related duties
- informing management if they believe the policy is not being followed.

### **Our workplace will:**

- provide a healthy physical and social environment, promote awareness of key health issues for staff and support
  - 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 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 parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **ATTACHMENTS**

- Attachment 1: Additional Work Hours
- Attachment 2: Wellbeing Day Guidelines

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Beaconsfield Kindergarten Inc. on 13<sup>th</sup> September, 2016.

**REVIEW DATE:** 24/05/2021

**REVIEW FREQUENCY:** 2 years

**NEXT REVIEW DUE:** April 2022

## ATTACHMENT 1

### Additional work hours

The *Victorian Early Childhood and Educators Agreement 2020* (VECTEA) specifies when employees may be required to work additional hours and when overtime rates may be applied.

#### Relevant sections

Section 25: Out of hours work by direction

Section 60: Ordinary hours of work

Section 61: Overtime

The Beaconsfield Kindergarten Committee of Management provides the following guidelines for additional hours payments for staff.

\*Note that the VECTEA lists “ordinary hours of work” as “any day from Monday to Friday between 7.00 am and 6.00 pm”.

MEETING/WORK TYPE	CONDITIONS	EARLY CHILDHOOD TEACHER	EARLY CHILDHOOD EDUCATOR
<b>Team meetings</b>	To be held during ordinary work times.	No: part of non-contact hours allocation.	No: part of non-contact hours allocation.
<b>Staff meetings</b>	Meeting frequency and duration to be determined in consultation with staff. Meetings to be held during ordinary hours of work (7am-6pm) where possible.	Paid additional hours with 25% loading if meeting not included staff member’s regular hours.	Paid additional hours with 25% loading if meeting not included in staff member’s regular hours. If outside ordinary hours, paid additional hours at overtime rates.
<b>Leadership Team meetings</b>	Meetings to be held during ordinary hours.	Paid additional hours with 25% loading.	Paid additional hours with 25% loading.
<b>Centre information evening</b>	Up to a maximum of 1.5 hours	Paid additional hours with 25% loading.	Paid additional hours at overtime rates.
<b>Committee meetings</b>	Up to 2 hours per meeting	Paid additional hours with 25% loading if required to attend.	Paid additional hours at overtime rates if required to attend.
<b>Networking meetings</b>		No: part of non-contact hours allocation.	No: not a requirement of the employment position.
<b>Organisational Days</b>	Three organisational days to be held per year.	Paid 7.6 additional hours with 25% loading if it’s a non-working day.	Paid 7.6 additional hours with 25% loading if it’s a non-working day.
<b>PSG meetings and Family support meetings for children with KISS funding</b>	<ul style="list-style-type: none"> <li>One hour paid per meeting</li> <li>Applies to one teacher only per meeting</li> </ul>	Paid additional hours at ordinary time.	No: not a requirement of the employment position.
<b>KISS applications and KISS appeals</b>	<ul style="list-style-type: none"> <li>Three hours paid per application</li> <li>Two hours paid per appeal</li> <li>Teacher must advise Centre Manager of KISS application</li> <li>Applies to one teacher only per application/appeal</li> </ul>	Paid additional hours at ordinary time.	No: not a requirement of the employment position.

<b>Special event evenings arranged by educators (i.e. mother's night, family picnic)</b>	<ul style="list-style-type: none"> <li>• Maximum of 1.5 hours for any one event</li> <li>• Maximum of one special event per term, eg: T1: Family picnic night T2: Mothers/Special Persons Night T3: Fathers/Special Persons Night T4: End of year concert</li> </ul>	Paid additional hours with 25% loading.	Paid additional hours at overtime rates.
<b>Committee arranged special events or meetings</b>		Paid additional hours with 25% loading if required to attend.	Paid additional hours at overtime rates if required to attend.
<b>Working bees / Open Days</b>		No: Attendance is voluntary, not a requirement of the employment position. Any remuneration/reward will be at the discretion of the CoM.	No: Attendance is voluntary, not a requirement of the employment position. Any remuneration/reward will be at the discretion of the CoM.
<b>Performance Reviews</b>		Paid 30 minutes additional hours at ordinary time if held outside session time.	Paid 30 minutes additional hours at ordinary time if held outside session time.
<b>Completion of transition statements</b>		Paid additional hours at a minimum rate equal to the funding provided by DET. Any payment in excess of this made by agreement of CoM.	No: not a requirement of the employment position
<b>Professional development/ seminars/ training</b>	<ul style="list-style-type: none"> <li>• Staff to apply to Centre Manager for pre-approval for funding</li> <li>• If approved, kinder will pay the training cost</li> </ul>	No, unless backfill provided via DET, which will be passed on to the staff member.	No, unless backfill provided via DET, which will be passed on to the staff member.

## ATTACHMENT 2

### Wellbeing Day Guidelines

Beaconsfield Kindergarten is committed to ensuring the physical and mental health of its employees. It is recognised that staff occasionally require time off during term, however this can be difficult as all annual leave is taken during term breaks. To this extent, Beaconsfield Kindergarten will offer one 'Wellbeing Day' per year to each permanent employee.

The Wellbeing Day can be used to take a paid day off during term without needing to qualify for any paid leave entitlements that are applicable under the VECTEA. No reason need be given for taking a Wellbeing Day.

The following conditions will apply.

- The Wellbeing Day is available for staff who have completed at least one full year of continuous service at Beaconsfield Kindergarten.
- The Wellbeing Day is one working day, regardless of the number of hours the employee is rostered on for that day.
- The time will come out of the employee's personal (sick) leave entitlements.
- Wellbeing Days will not accrue. If an employee does not take their Wellbeing Day before the end of the year, it will be forfeited.
- The employee must give the Centre Manager a minimum of three working days' notice of their desire to take their Wellbeing Day. Days can be booked up to six months in advance.
- Only one employee may use their Wellbeing Day at a time. Therefore, if another staff member has already booked a Wellbeing Day for that day, the leave will be refused. In addition, if another staff member has other planned leave on that day, the Wellbeing Day may be denied.
- Wellbeing Days will not be approved during the first three weeks or the last week of the kindergarten year.
- Wellbeing Days will be approved at the discretion of the Centre Manager and Committee of Management. If a request is denied, an explanation must be given.
- The Wellbeing Day provisions will be reviewed by the Committee annually.

## **ATTACHMENT 3**

### **Redundancy Guidelines**

From time to time, Beaconsfield Kindergarten Inc. may be required to reduce its workforce due to a decrease in enrolments, changes in timetable or other external factors. In such situations, Beaconsfield Kindergarten will always follow the guidelines set in the Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA 2020) and its successors. In addition to this, and where consistent with the VECTEA, Beaconsfield Kindergarten will follow the steps below.

1. Affected staff are to be consulted as soon as possible, and advised that a redundancy may be needed. As soon as possible, the Committee of Management will confirm whether any redundancies are to be offered.
2. The Beaconsfield Kindergarten Committee of Management will prioritise voluntary redundancies over forced redundancies. If possible, voluntary redundancies will be offered to all staff working in the affected role (i.e. all Early Childhood Teachers, or all co-educators).
3. The Committee of Management will set a timeframe within which employees must express their interest in a voluntary redundancy.
4. Any employee who is interested in the voluntary redundancy will be given an estimate of their redundancy entitlement, as per the guidelines in the VECTEA.
5. A bonus payment of \$1000 may be added on top of the minimum redundancy requirements of the VECTEA.
6. Where there are more redundancy applications than redundancies available, the following criteria will be considered in order to determine the successful applicant/s:
  - cost of the redundancy to the kindergarten
  - length of employee's service
  - arrangement of remaining employees.
7. Any redundancy will take effect from the end of the current employment period (usually the last day of the summer holiday period), unless other arrangements are agreed between the Committee of Management and the employee.
8. Any employee who takes a redundancy will be ineligible to work in a permanent position at Beaconsfield Kindergarten for two years following their redundancy. However, an employee who was made redundant may work on a casual basis for the kindergarten during this time.