

BEACONSFIELD KINDERGARTEN INC.

STAFF HEALTH AND WELLBEING POLICY

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 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.

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

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, Standard 7.2 Effective leadership builds and promotes a positive organisational culture and professional learning community

4. SOURCES AND RELATED POLICIES

Sources

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

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

² 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

- Healthy Together 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 in 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
- Attachment 3: Staff Bonus Guidelines

AUTHORISATION

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

REVIEW DATE: 18/04/2018

REVIEW FREQUENCY: 2 years

NEXT REVIEW DUE: April 2020

ATTACHMENT 1

Additional work hours

The *Victorian Early Childhood and Educators Agreement 2016* (VECTEA) specifies when employees may be required to work additional hours and when overtime rates may be applied.

The VECTEA states that 'the ordinary hours of work will be 38 hours per week worked on any day from Monday to Friday between 7.00 am and 6.00 pm.'

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

MEETING/WORK TYPE	CONDITIONS	EARLY CHILDHOOD TEACHER	EARLY CHILDHOOD ASSISTANT
Team meetings	To be held during ordinary work times.	No: part of non-contact hours allocation in employment award	No: part of non-contact hours in employment award
Full staff meetings	Meetings to be held once per term and should be no more than 1.5 hours in duration.	No: part of non-contact hours allocation in employment award	Paid additional hours
Leadership Team meetings	Meetings to be held once per term during ordinary hours.	No: part of non-contact hours allocation in employment award	No: part of non-contact hours in employment award
Centre information evening	Up to a maximum of 1.5 hours	No: part of non-contact hours allocation in employment award	Paid additional hours
Committee meetings	Up to 2 hours per meeting	No: part of non-contact hours allocation in employment award	Paid additional hours if required to attend.
Networking meetings		No: part of non-contact hours allocation in employment award	No: not a requirement of the employment position
Organisational Days	Two organisational days to be held per year.	Paid additional hours if it's a non-working day	Paid additional hours if it's a non-working day
PSG meetings and Family support meetings for children with KISS funding	<ul style="list-style-type: none"> • One hour paid per meeting • Applies to one teacher only per meeting 	Paid additional hours	No: not a requirement of the employment position
KISS applications and KISS appeals	<ul style="list-style-type: none"> • Two hours paid per application/appeal • Teacher must advise Centre Manager of KISS application • Applies to one teacher only per application/appeal 	Paid additional hours	No: not a requirement of the employment position
Special event evenings arranged by educators (i.e. mother's night, family picnic)	<ul style="list-style-type: none"> • Attendance outside of working hours must be pre-approved by Centre Manager • Maximum of 1.5 hours for any one event 	No: part of non-contact hours allocation in employment award	Yes: only if pre-approval obtained from Centre Manager

Committee arranged special events or meetings		No: not a requirement of the employment position	No: not a requirement of the employment position
Working bees		No: not a requirement of the employment position	No: not a requirement of the employment position
Performance Reviews		No: part of non-contact hours allocation in employment award	No: part of non-contact hours
Completion of transition statements		No: part of non-contact hours allocation in employment award	No: not a requirement of the employment position
Professional development/ seminars/ training	<ul style="list-style-type: none"> • Staff to apply to Centre Manager for pre-approval for funding • If approved kinder will pay the training cost 	No	No

OVERTIME RATES

The VECTEA states that:

an employee will be paid overtime for all authorised work performed outside the ordinary spread of hours [7am–6pm] or in excess of 38 hours per week as follows:

Time worked	Overtime rate
Monday–Friday	Time and a half at the ordinary time rate of pay for the first 2 hours and double time of the ordinary time rate of pay after that.
Saturday	Time and a half at the ordinary time rate of pay for the first 2 hours and double time at the ordinary time rate of pay after that.
Sunday	Double time at the ordinary time rate of pay.
Public Holidays	Double time at the ordinary time rate of pay. A minimum period of engagement on Saturdays and Sundays will be 3.25 hours.

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 award. 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.
- The Wellbeing Day provisions will be reviewed by the Committee annually.

ATTACHMENT 3

Staff Bonus Guidelines

From 2018, eligible Beaconsfield Kindergarten staff will be rewarded with an end of financial year bonus.* Staff must have been employed on a permanent basis at the kindergarten for a minimum of six hours per week for at least two full terms in order to qualify for the bonus.

The purpose of the bonus is to recognise and reward staff who exceed the requirements of their position. A minimum amount will be awarded to all staff, with extra amounts allocated for various activities throughout the year. These activities will include things such as:

- helping with room set up over holidays
- attending working bees
- attending open days
- volunteering at/attending fundraisers
- attending current or previous kindergarten group catch ups
- attending committee meetings
- any other activities that could be considered going above and beyond the requirements of the position, particularly activities that promote involvement in the kindergarten community.

This will also become part of the staff appraisal process, with staff having the opportunity to discuss their activities during their staff appraisal in Term 2.

Bonuses will be calculated as follows:

- \$50 minimum
- additional amounts awarded based on the above criteria
- capped at a maximum of \$250 per person.

* Note that the end of Beaconsfield Kindergarten's financial year is 30 September; we will therefore aim to distribute bonuses in October. This bonus will be in place of the Christmas gift/bonus.