

STAFF WELFARE POLICY

PURPOSE:

The purpose of Staff Welfare is:

- 1.1 To promote the development of high morale among all staff.
- 1.2 To put in place structures and processes which are supported by school administration.
- 1.3 To develop a staff understanding of stress and how to manage it.
- 1.4 To gain an understanding of the Staff Health and Well-being components.
- 1.5 To support staff to develop practices that will enhance their health and well-being.

GOALS:

- 2.1 To develop an environment that looks at all aspects of organizational health and proactively seeks to support staff development.
- 2.2 To make the environment functional, safe and healthy but also aesthetically pleasing and stimulating.
- 2.3 To encourage a positive work atmosphere that encompasses a healthy balance between work and home/leisure activities.
- 2.4 To improve the efficiency of communication throughout the school.
- 2.5 To provide staff with opportunities to gain knowledge and an understanding of the expectations within the school.
- 2.6 To increase opportunities for staff personal time.
- 2.7 To encourage and facilitate opportunities for the staff to develop a sense of community and support of each other.
- 2.8 To actively promote and organise staff functions for enjoyment and recreation.

GUIDELINES:

The following categories make up the total Health and Well-being of the school.

Professional Health:

Professional health takes into account the relationships between professional growth, job enrichment and morale. The employee understands his / her role at work and how this fits the goals of the school. Work needs to be appraised in the context of professional growth. Staff have a right to receive positive, frank, constructive and frequent feedback on their work and should be recognised for their achievements. An effective review process will support professional growth.

Organisational Health:

Staff morale and stress are affected by many elements of the workplace climate – harmonious relationships, effective leadership and staff involvement in decision-making. Specific variables that relate to organisational health include:

- Professional Interaction
- Goal Congruence

- Discipline

- Curriculum Coordination
- Communication

Physical Health:

An environment that is functional, safe and healthy as well as aesthetically pleasing and stimulating.

Environmental Health:

An environment that fosters a positive work atmosphere, that encompasses a healthy balance between work and home activities. A supportive culture can assist staff in making healthy lifestyle choices.

Operations:

Effective system management has been identified as an area which can have a direct impact on staff welfare and job satisfaction. Quality systems management is imperative for staff health and well being.

Community Relations:

A strong positive relationship with the local community can provide a good basis for extending and enriching staff health and well being.

IMPLEMENTATION:

To assist the school in continuously developing staff health and well being, the following strategies will occur to ensure the promotion and provision of a healthy work environment:

- Each year the staff survey for the annual report will be analysed to identify the needs of the staff.
- An annual strategic plan will be developed to address the needs of the staff and areas of concern.
- An annual staff reflection process will be utilised to address appropriate issues with the school.
- Effective communication, to ensure common understandings and expectations, will be promoted and continually reviewed.
- Meeting structures will be rationalised and planned to address needs.
- Staff Health and Wellbeing will be included in the school's Policies and Program Budgets documents and funded appropriately.
- Staff Health and Wellbeing will continue to be a priority for the leadership team.
- The Staff Health and Wellbeing team will actively address staff morale by ensuring that all Health and Wellbeing categories are being maintained.
- Each term a whole staff forum to express concerns and ideas to be done in teams and shared at leaders meetings.

EVALUATION:

Each year the areas of Staff Health and Wellbeing will be audited using the Staff Opinion Survey data.