

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 their 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, honest, 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:

This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances.

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