

STAFF HEALTH AND WELLBEING POLICY

PURPOSE

This policy will provide guidelines for Hughesdale 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

Hughesdale 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 Hughesdale 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 turnover¹. Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health².

Legislation and standards

Relevant legislation and standards include but are not limited to:

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

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>

4. DEFINITIONS

Definitions of terms regularly used in policies for the early childhood education and care sector – e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. are provided in the *General Definitions* section of this manual and can be referred to as required.

5. SOURCES AND RELATED POLICIES

Sources

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

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

- DET Principles for Health and Wellbeing
- 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

MONITORING AND REVIEW

The *Staff Health and Wellbeing Policy* will be monitored by educators, staff, and management. It will be reviewed at least once every 2 years as part of a policy review schedule.

ATTACHMENTS

- Attachment 1: Additional Work Hours

AUTHORISATION

The policy was adopted by the Approved Provider of Hughesdale Kindergarten on 30 July 2021.

REVIEW DATE: 30/07/2023

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

MEETING/WORK TYPE	CONDITIONS	EARLY CHILDHOOD TEACHER	EARLY CHILDHOOD ASSISTANT
Staff meetings	Overtime after 6pm	Paid additional hours	Paid additional hours
Special Event Evenings arranged by educators (i.e. mother's night)		Paid additional hours	Paid additional hours OT after 6pm
Committee arranged special events or meetings		No: not a requirement for the employment position	No: not a requirement for the employment position
Working bees		No: attendance is voluntary	
Performance Reviews		No: part of non-contact hours allocation in employment award is completed during the day	No: part of non-contact hours in employment award is completed during the day
Completion of transition Statements		Paid additional hours at a minimum rate equal to the funding provided by DET. Any payment in excess of this made by agreement of Committee	NO: not a requirement of the employment position
Professional development / seminars training	Staff to apply to Kinder for approval for funding PD If approved Kinder will pay the training cost	Not unless rostered to work on the day of the PD, then staff will be paid their normal hours	Not unless rostered to work on the day of the PD, then staff will be paid their normal hours
First Aid Training / Child Protection etc	If approved Kinder will pay the training cost		
Toilet Cleaning	An employee required to undertake toilet cleaning		In 2021 Hughesdale Kinder Executive committee agreed

	duties as part of their regular daily routine will be paid an allowance of \$1.54 per day.		each educator will be paid this allowance per duty.
Lunch / Meal Breaks		45 mins paid	30 mins unpaid
Higher / Lower Replacement Teaching / Educator		If filling in for a Certificate III or Diploma educator, the teacher will be paid at the diploma rate	Where the employee performs higher duties, they will be paid the entry rate of pay applicable to the higher classification for the whole period during which the duties are performed.

OVERTIME RATES

Section 54 of the VECTEA states that co-educators “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... An employee and employer may agree that an employee will be provided with time off in lieu of being paid an overtime payment for all authorised work performed outside of or in excess of the ordinary hours. Such additional hours will accrue at a standard rate of one hour for each hour worked by the employee. Converted hours shall be taken by agreement between the employee and the employer.”

An employee will be paid overtime for all authorised additional work performed outside the ordinary spread of hours (Mon - Fri 7am – 6pm) or in excess of 38 hours.

Overtime rates listed as:

TIME WORKED	OVERTIME RATES FOR EDUCATORS
Monday - Friday	Time and a half at the ordinary time rate of pay for the first 2 hours after 6pm 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

The VECTEA does not specify overtime rates for Early Childhood Teachers. Where the Committee of Management has agreed to paying additional hours for teachers, these will be paid at the ordinary rate of pay.

NOTE: Saturday work rates – VECTEA clause 64 Work ordinarily performed on a Saturday will be paid at the rate of time and a half with a minimum period of engagement of 3.25 hours and double time thereafter.