



Education and Care Services References

National Quality Standard

Quality Area 4: Staffing arrangements		
4.2	Professionalism	Management, educators, and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators, and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions, and relationships.

Policy Statement

According to the World Health Organisation, adults spend approximately one-third of their lives at work. Our work in Early Childhood Education requires sustained high physical, mental and emotional effort to complete our job. A range of workplace determinants can have a negative or positive impact on the health and wellbeing of an employee. Within our Service, we are committed to promoting a positive work environment where the health, safety and wellbeing of our employees are acknowledged and supported.

Wellness is more than just an active process of becoming aware of and learning to make healthy choices for our mental, physical, and social needs to ensure our body is maintained and works efficiently. Wellness is “about our overall state of wellbeing that enables us to live and function at our best.” (Queensland Government, 2019, Healthier. Happier. Workplaces).

Purpose

We believe in providing a healthy workplace that values and enhances the health and wellbeing of our employees. We will ensure that all work practices value, enhance and protect the health and wellbeing of all employees. Promoting wellbeing can help prevent stress and create a positive working environment where individuals and organisations thrive. “A healthier workplace means everyone wins.” (Queensland Government, 2019, Healthier. Happier. Workplace).

Scope

This policy applies to educators, staff, management, approved provider and nominated supervisor of the Service.

Implementation

As our employees care for and educate children, it is essential to support them with the right tools and resources to make healthier choices to improve their own health and wellbeing. Employees who remain healthy increase productivity, enhance the workplace culture, and embody the healthy behaviours we convey to children on a daily basis. We believe in using the workplace for improving and maintaining good health.

Our Service is committed to developing a shared vision to improve the health and wellbeing of our employees. We believe the development of a Wellness Program may build an awareness of a healthy culture within our organisation and motivate and engage all employees to be involved in improving their own health and wellbeing.

Our Service promotes healthy wellbeing of all employees and strives to foster a supportive workplace environment aimed at reducing burnout and compassion fatigue. Our Service encourages management to refrain from contacting employees outside of work hours, unless the contact is deemed reasonable and necessary for business purposes. Additionally, disciplinary action will not be taken against employees who refuse to respond to non-urgent communication outside of their normal working hours, in accordance with [Right to Disconnect legislation](#).

Wellness Program

Our work in Early Childhood Education requires sustained high physical, mental and emotional effort to complete our job. Such sustained work demands can have an impact on the wellbeing of employees. A Wellness Program may help individual employees overcome specific health-related issues. Our Service will encourage employees to create a shared vision to develop a Wellness Program that reflects and addresses the needs of our current staff and creates a wellness culture. Management will co-develop a policy and procedures that support the health and wellbeing of employees.

Components of a Wellness Program may include:

Environmental wellness

- Finding satisfaction within the work environment
- Ensuring the work environment and relationships are comfortable and supportive
- Recognising opportunities that lead to new skills and acting on those opportunities
- Working to ensure the stability and longevity of the natural environment

Emotional wellness

- Keeping a positive attitude
- Being sensitive to your feelings and the feelings of others
- Learning to cope with stress
- Being realistic about your expectations and time
- Taking responsibility for your behaviour
- Dealing with your personal and financial issues realistically
- Viewing challenges as an opportunity
- Being able to work independently
- Being able to work within a team, and knowing you can ask for help

Spiritual wellness

- Being open to diverse cultures and religions
- Participating in community projects
- Defining personal values and ethics
- Participating in spiritual activities
- Caring about the welfare of others



Social wellness

- Being comfortable with and liking yourself as a person
- Interacting with people of varying ages, backgrounds, genders, race, lifestyle, etc.
- Communicating your feelings
- Developing friendships
- Engaging in social activities
- Balancing your time to include both work and life

Intellectual wellness

- Learning because you want to, not because you have been told to
- Completing the required tasks
- Learning through professional development, including, readings, discussions, workshops, training, etc.
- Observing what is around you
- Listening
- Staying current with early childhood knowledge
- Questioning
- Exposing yourself to new experiences

Physical wellness

- Exercising regularly
- Eating properly
- Getting regular check-ups
- Avoiding the use of tobacco and illicit drugs

The approved provider, nominated supervisor and management will:

- Demonstrate commitment to ongoing collaboration and engagement to create a workplace Wellness Program
- Consult with employees to ensure workplace strategies meet the needs of the workplace
- Support employee's participation in the Wellness Program
- Foster mentoring and development pathways for employees. This may include providing programming time, mentoring sessions, professional development opportunities, capacity building, and supporting wellbeing initiatives.
- Provide a workplace environment and systems that are supportive of employee wellness
- Provide opportunities for employees to participate in wellness activities
- Acknowledge stressful situations for employees, both at work and home
- Recognise that an employee's health is determined by several factors, both work and non-work related
- Regularly provide employees with information about the importance of health and wellness (newsletters, brochures, readings, etc.)
- Ensure employees take their required breaks (e.g., morning tea, lunch)
- Provide access to support agencies, including counselling services
- Encourage employees to support colleagues during demanding situations



Educators will

- Work within the Service's procedure and policies implemented to address workplace wellness
- Be respectful, caring, and inclusive of all colleagues
- Utilise each other's strengths regardless of qualification and experience
- Commit to further contributions to ongoing collaborative engagement to evaluate and enhance the Wellness Program
- Participate in the Wellness Program
- Communicate their wellness with management

Related Policies

- Dealing with Complaints Policy (Staff)
- Interactions with Children, Family and Staff Policy
- Privacy and Confidentiality Policy
- Professional Development Policy
- Work, Health and Safety Policy

Policy Review

- The Service will review the Staff Wellness Policy and related documents regularly or as current information arises.
- Families are encouraged to collaborate with the Service to review the Policies and Procedures.
- Educators and staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy Version

Version	Version changes
1.0	• New policy drafted via suggestion.
1.5	• Annual policy review • Sources checked and updated as required • Updated Right to Disconnect legislation links

Source Acknowledgments

- Consultation with management, educators, staff, and families
- [Australian Children's Education & Care Quality Authority](#)
- Be You (2018): <https://beyou.edu.au>
- Beyond Blue (2019)
- Early Childhood Australia Code of Ethics. (2016).
- Fair Work Act 2009 (Cth).
- [Guide to the National Quality Framework](#)
- [Guide to the National Quality Standard](#)
- New South Wales Government Health
- Ombudsman Act 2001 (Cth).



- Privacy and Personal Information Protection Act 1998 (Cth).
- Queensland Government Healthier. Happier. Workplaces
- Work Health and Safety Act 2011 (Cth).
- Workplace Relations Act 1996 (Cth).
- World Health Organization: https://www.who.int/occupational_health/publications