



STAFF WELL-BEING POLICY

Introduction

We have approximately 90 students based on one campus who have a range of varying disability classifications. As a fully serviced school our staff are made up of a range of professionals including:

- Specialist Educators
- Paramedical Therapists (O.T., Speech, Physiotherapists)
- Allied Health Therapists (Psychologist, Social)
- Art & Drama Therapists
- Specialist team (Swim, Art, Drama, Music, Dance)

The School as employer has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental well-being, which includes work-related stress. This duty extends only to those factors which are work-related and within the School's control.

This policy recognises that there are many sources of work related stress and that stress can result from the actions or behaviours of managers, employees or students.

The Staff of Port Phillip Specialist School believe that:

- The fundamental focus of all school activities is the student.
 - Every student is a unique individual, worthy of unconditional respect.
 - Every student with specialist needs has a right to personal privacy and to be treated with dignity.
 - Every student with specialist needs should be given the opportunity to exercise personal choice.
 - Every student has the potential to learn and develop.
 - Every student can make progress when appropriate educational and therapeutic services, experiences, and environments are provided and explored.
 - A collaborative, integrated team approach is essential for developing and implementing appropriate individualised programs.
 - All students require individual programs that focus on the development of functional skills for the present, the immediate future, and their long-term future.
 - Individualised programs are more effective if there is a coordinated approach in addressing the educational, physiological, social, and emotional needs of each student.
 - Parents and careers should be given the opportunity to be involved in school programs, specific information sessions, and support groups.
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Schools Mission Statement

- Port Phillip Specialist School (PPSS) is committed to values of professional excellence, co-operation and respect while embracing diversity. Our environment is creative, accepting, flexible and positive.
- PPSS believes that all students will develop capabilities, in communication and independence, to the best of their abilities.
- PPSS supports students to build confidence and demonstrate capabilities in an environment that is respectful and supportive.

School Council, the Principal and the School's leadership team acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a persuasive business case as well as a moral and legal duty for taking steps to promote employee well-being as far as reasonably practicable.

School Council, the Principal and the School's leadership team are committed to fostering a culture of co-operation, trust and mutual respect, where all individuals are treated with dignity, and can work at their optimum level.

School Council, the Principal and the School's leadership team recognise that work-related stress has a negative impact on employees' well-being, and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

The Staff Well-being policy expands upon the School's Health and Safety policy, setting out how the School will promote the well-being of employees by:

- Creating a working environment where potential work-related stressors as far as practicable are avoided, minimised or mitigated through good management practices, effective Human Resources policies and staff development.
- Increasing leadership team' and employees' awareness of the causes and effects of stress.
- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.
- Developing the competence of teachers through the Knowledge, Skills and Behaviours framework, so that they manage staff effectively and fairly.
- Engaging with staff to create constructive and effective working partnerships both within teams and across the School.
- Establishing working arrangements whereby employees feel they are able to maintain an appropriate work life balance.
- Encouraging staff to take responsibility for their own health and well-being through effective health promotion programmes and initiatives.
- Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.

Responsibilities for implementing the Staff Well-being policy

The Principal and the School's leadership team will:

- Support steps taken to develop a culture of co-operation, trust and mutual respect within the School.
 - Champion good management practices.
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- Promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes in the organisation, to management structures and working arrangements.
- Encourage initiatives and events that promote health and well-being.

Leaders and co-ordinators will:

- Treat individuals reporting to them with consideration and dignity, and will promote a culture of mutual respect in the teams they manage. They will not permit unacceptable behaviour and will take decisive action when issues are brought to their attention.
- Ensure that there is good communication within their team and there are opportunities for individuals to raise concerns about their work, seeking advice from the School's Leadership team and the Health and Safety staff at an early stage where concerns are raised.
- Attend training as appropriate in order to increase their awareness of the causes and effects of work-related stress.
- Co-operate with the School's Leadership team and the Health and Safety officer to ensure that risk assessments are undertaken for roles or working practices that may give rise to work-related stress.
- Encourage their staff to participate in events and initiatives undertaken by the School to promote well-being and more effective working.
- Take action in the interests of all their colleagues where performance by a member of staff may cause stress to their colleagues.
- Determine the Well-being policy, and recommend its adoption by Council.
- Monitor the implementation of the Well-being policy and the operation of associated arrangements such as the staff counselling service.
- Review the policy every three years following feedback from staff.

Staff will:

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity.
- Co-operate with the School's efforts to implement the Well-being policy, attending briefings and raise their own awareness of the causes and effects of stress on health.
- Raise concerns if they feel there are work issues that are causing them stress and having a negative impact on their well-being.
- Take responsibility for their own health and well-being by adopting healthy lifestyles.
- Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress.
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.

Consultation

- The School will consult with its employees on the Well-being policy and measures taken to implement the policy through the operation of the School Health and Safety Committee and via the Staff Consultative Council.
 - Staff surveys will be used to gather feedback on the Well-being policy.
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- The views of individuals will be sought in areas or teams subject to local stress risk assessments.
- In those areas where Safety Representatives have been appointed, these Safety Representative will also be consulted on the development of local stress risk assessments.

Communicating the Well-being policy and measures taken by the School to manage work related stress

- The Well-being policy will be published on the Health and Safety noticeboard, staff intranet in the staff induction manual and staff webpages.
- Leaflets will be produced for employees who do not have easy access to a computer.
- The Well-being policy will be promoted in in staff morning Briefing and the intranet.
- The contents of the policy will be covered during general induction training sessions for employees and specific training on stress awareness.

Monitoring and reviewing the Well-being policy

The Well-being policy will be reviewed every three years by the Principal and the Schools leadership team.

This evaluation will involve an examination of the management data referred to the Principal in relation to absenteeism and WorkCover claims together with feedback from the Staff Survey, and consultation with the Principal’s Leadership Team.

A report will be made to the School Council Committee which will approve any revisions or amendments to the policy for recommendation to Council.

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle or earlier as required.

Date Implemented	July 2019
Author	Principal: Juliet Cooper Signature: Date:
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Kevin Dillon or Delegate Signature: Date:
Date Reviewed	July 2021 or as updated by DET
Responsible for Review	Principal, Assistant Principal, Business Manager



References	Victorian Government Schools Reference Guide
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