

	Policy: Staff Appreciation and Wellness	POL-030
--	---	---------

Staff Appreciation and Wellness Policy

Stuart Park Child Care Centre is committed to promoting a positive work environment where our employees' health, safety and well-being are acknowledged and supported.

We value connection, care and compassion in line with our philosophy 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 well-being of an employee.

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 well-being that enables us to live and function at our best." (Queensland Government, 2019, Healthier. Happier. Workplaces).

NATIONAL QUALITY STANDARD (NQS)

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.

PURPOSE

We aim for our staff to be appreciated and valued in their contribution to Stuart Park Child Care Centre. Promoting well-being 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).

IMPLEMENTATION

As our employees care for and educate children, supporting them with the right tools and resources to make choices that improve their health and well-being is essential. Employees who remain healthy increase productivity, enhance the workplace culture, and embody the

	Policy: Staff Appreciation and Wellness	POL-030
--	--	----------------

healthy behaviours we convey to children daily. We believe in using the workplace to improve and maintain good health.

Our Service is committed to developing a shared vision to improve the health and well-being of our employees. Creating a Wellness Program may build an awareness of a healthy culture within our organisation and motivate and engage all employees to improve their health and well-being.

Wellness Program

Components of the Wellness Program include:

RDO – Rostered Day Off

Staff will work a 8 hour day and take 30 minute lunch and 15 minute tea break together every day; the extra 24 minutes are accumulated over the month which is used to give each staff member a rostered day off every 20 days worked. An RDO aims to encourage staff to have self-care time and reduce stress within a month. Also, the RDO can help support a balance of time for staff to include work and life.

Celebrating Birthdays

Permanent staff are gifted a \$50.00 voucher and a paid day off for their birthday each year.

KPI's

Permanent staff work toward a KPI plan throughout the year; staff can earn up to \$1000.00 each year by reaching their KPIs. KPI's are paid out in November of each year. A staff member needs to remain employed at SPCCC until 30 November 2023 to be eligible to receive the KPI bonus.

Appraisals

At SPCCC, we do six monthly appraisals with staff. This is a place for staff to set goals for the year and feel supported in their job; it is essential that staff participate in professional development and are self-motivated to learn through workshops and training. This includes helping staff to stay current with early childhood knowledge and exposing themselves to new experiences.

Appreciation upon leaving.

	Policy: Staff Appreciation and Wellness	POL-030
--	--	----------------

When a staff member leaves our community, we appreciate them by giving a gift of \$50.00 plus \$10.00 for each year of service.

Christmas Closure

All staff at SPCCC have a mandatory 1-week closure period between Christmas and New Year; staff are expected to use their annual leave allocations over this period.

Professional Development

All permanent staff are offered professional development as a part of their KPI. We also annually provide paid first aid, CPR, fire awareness training, and mandatory reporting training. During the appraisal process, all staff can discuss the Professional Development they would like to attend. Also, staff can approach the Director to discuss professional development for themselves and the team.

All staff are allocated a budget for professional development based on their position. Staff can discuss any professional development opportunities with the Director.

Child Care Discount

Our staff are offered a 20% discount on childcare fees if their child attends SPCCC.

Committee Feedback Meetings

The committee holds annual feedback meetings with staff. This is an opportunity for staff to provide feedback about the centre.

Employee Assistance Service Australia

All staff at SPCCC can use the Employee Assistance Service Australia (EASA). We encourage staff to seek support from the Director to access EASA if required.

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 employees' participation in the Wellness Programs.

- 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 at home.
- Recognise that work and non-work-related factors determine an employee's health.
- 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 difficult 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.

Resources

Alcohol and Other Drugs Information Service (ADIS) 1800 422599

Beyond Blue- online and phone mental health support. 1300 22 4636
<https://www.beyondblue.org.au/>

Be you- provides educators with knowledge, resources and strategies for helping children and young people achieve their best possible mental health <https://beyou.edu.au/>

Black Dog Institute- provides information and resources for mood disorders, depression and bipolar disorder. <https://www.blackdoginstitute.org.au/education-services/workplaces/>

Blue Knot Helpline- access to male and female trained, experienced, trauma-informed counsellors to support adult survivors of childhood trauma and abuse. 1300 657 380

	Policy: Staff Appreciation and Wellness	POL-030
--	--	----------------

Healthier. Happier. Workplaces Queensland Government Resources, information, initiatives to help everyone think about small changes to improve their health and fitness

<https://www.healthier.qld.gov.au/fitness/>

Head to Health- Australian Government Department of Health Digital mental health resources for all your needs. <https://headtohealth.gov.au/>

Headspace- A meditation app to assist with stress management, sleep and self-care

<https://www.headspace.com/>

Q Life provides nationwide peer support and referral service for LGBTI people, their families and health professionals. <https://qlife.org.au/> 1800 184 527

Smiling Mind- Free mindfulness meditation app to help you look after your mental health and manage stress and daily challenges <https://www.smilingmind.com.au/>

Ted Talks- explore the latest thinking on how to build a better learning community for educators, families and children. <https://www.ted.com/talks>

Work Health and Wellbeing- Strengthen your business Workplace Health and Safety Queensland. A toolkit designed to help businesses to improve systems that influence work health and wellbeing.

<https://www.worksafe.qld.gov.au/safety-and-prevention/mental-health/mentally-healthy-workplaces-toolkit>

Source

Australian Children’s Education & Care Quality Authority. (2014).

Be You (2018): <https://beyou.edu.au>

Early Childhood Australia Code of Ethics. (2016).

Fair Work Act 2009 (Cth).

POLICY REVIEWED BY:	Kirsten Tillyard	Director	
POLICY REVIEWED	June 2023	NEXT REVIEW DATE	June 2026