



STAFF HEALTH WELLBEING POLICY

Policy Guidelines

The effectiveness of a school is directly related to the dedication and commitment of its staff. The best teaching and learning program for students is likely to be developed in a school in which there is an environment for staff that is conducive to their physical, emotional and professional well being. The Our Lady of Mount Carmel Staff Health Wellbeing Policy is intended to contribute to the development of such an environment. At Our Lady of Mount Carmel we value our staff as persons, colleagues and vital contributors to the accomplishment of the School's Vision. Therefore, the Staff Wellbeing Policy reflects the following beliefs:

BELIEF	AS A RESULT OF THIS BELIEF
<p>1. To ensure that all staff are familiar with the vision, mission (S.I.P.) and culture of OLMC</p>	<p>The school provides the opportunity for staff to be informed about, reflect on, and contribute to the vision, mission and culture of OLMC through the induction program and professional learning programs.</p> <p>A mentoring program exists to provide all staff, both newly appointed and experienced, with support, advice and an opportunity to network with colleagues.</p>
<p>2. To provide policy guidelines for creating a healthy and safe working environment.</p>	<p>The Occupational Health and Safety Policy provides parameters for developing a safe and healthy workplace.</p> <p>The school provides hats for staff to wear as part of OLMC's Sunsmart Policy</p>
<p>3. To respect individual differences and ensure that the interests, talents and expertise of all staff are utilised and valued while enabling all staff to work as a cohesive team towards common goals.</p>	<p>All staff are encouraged to participate in the decision making process by contributing to relevant committees and at relevant meetings including staff meetings, School development team and level.</p>
<p>4. To ensure that the workplace is free from harassment and bullying in relation to</p> <ul style="list-style-type: none"> • age • physical features • industrial activity • carer status • disability • marital status • parental status • political belief or activity • pregnancy • race • gender 	<p>The Occupational Health and Safety Policy ensures the workplace is safe and healthy.</p> <p>Staff are encouraged to develop conflict management skills so that problems can be dealt with quickly, sensitively and to the satisfaction of all concerned.</p>

5. To provide staff with ongoing professional learning to enhance existing skills and career development.	Staff participate in weekly Professional Learning Team. They attend PD both at school and off site that is relevant to their needs and the School's Annual Action Plan.
6. To provide academic staff with clear guidelines in matters of welfare and discipline and to provide extra assistance for classroom management if required.	All staff have received professional development in the area of Restorative Practices and the school has an assertive discipline policy that is followed by all.
7. To encourage staff friendships, trust, respect and confidence.	Informal support groups within the school are encouraged (friendships, interests, walking club, etc). The Staff Association organises regular social functions to enhance positive staff relationships.
8. To ensure the school's news is communicated to all staff.	A variety of media is used to convey information to staff. This includes staff meetings, staff briefings, weekly, term and yearly calendars and a weekly staff bulletin.
9. To provide a forum for staff to voice concerns, opinions and ideas on school policy and practice and staff welfare.	Regular staff meetings are a forum for staff to voice concerns, advance ideas and debate issues of mutual importance. School Development Team Meetings are the chief means by which staff can raise or contribute to the discussion of specific issues. All of these means of participation are characterised by: <ul style="list-style-type: none"> • respect for the dignity of the individual and the value of the individual's contribution • openness to a variety of opinions • appreciation of the contribution each
10. To ensure that all staff have equal access to information on their rights and responsibilities in the areas of employment conditions and professional learning.	The School ensures that all staff have access to information on their rights and responsibilities as employees under the Award.

OLMC acknowledges the value of each staff member and the contribution each person makes to the welfare and advancement of our School. This is done in several ways:

- Staff achievements and successes are acknowledged publicly and with appreciation. Their contribution to the school is noted and supported.
- Personal staff occasions, such as birthdays and other significant life events are acknowledged and celebrated (as far as the individual desires)

Role descriptions have been developed for all positions of responsibility within the School. These are, or will be, available to any staff wishing to apply for available positions. At the conclusion of a contract, positions of responsibility are advertised in the staff bulletin.

Employee Assistance Program (EAP)

OLMC provides funding for the Employee Assistance Program through ACCESS Programs (a division of Centacare Catholic Family Services). The EAP is designed to provide support for staff and their families in need of assistance with personal, family and work performance issues as well as personal quality of life. It is totally confidential and the privacy of the individual is assured at all times.