



Elwood Primary School No 3942
Scott St. Elwood 3184
Telephone 9531 2762 Fax 9531 5497

POLICY NO: 20 : STAFF WELLBEING

Review February 2010

PURPOSE

1. To foster the wellbeing of staff
2. To provide support to individual staff members
3. To provide an avenue, additional to school leadership, for discussion of problems that may affect both individuals and teams

BROAD GUIDELINES

1. Positive relationships and acceptance of each other is encouraged between staff members.
2. Effective communication processes are fostered.
3. Problem solving approaches to issues are promoted.

IMPLEMENTATION

1. Two or more staff members are elected each year as Staff Wellbeing Representatives
2. Appropriate training is provided for representatives as needed.
3. Representatives, either singularly or as a team, consult with the Principal as matters arise or at least once per term.
4. Representatives encourage input on issues from all staff.
5. Representatives monitor the tone and atmosphere in and between campuses and initiate action as necessary.
6. Representatives are alert to the needs of an individual staff member and initiate action on his/ her behalf.
7. Confidentiality is maintained at all times.
8. Steps that a representative can take in support of a staff member are documented in the School Procedures Manual.
9. Staff wellbeing is an agenda item for Level meetings in order to promote open discussion.
10. A staff team is elected annually to review and make recommendations about any issues from the results from the School Organisational Health Questionnaire.
11. Resolution of issues may involve a range of supports.

RESOURCES

DEECD resources
VIT Code of Conduct

REVIEW

Review in 2012