

MENTAL HEALTH AND WELLBEING POLICY

PURPOSE

The purpose of this policy is for Red Apple Early Learning Centre to establish, promote and maintain the mental health and wellbeing of all staff and children through workplace practises, and encourage staff to take responsibility for their own mental health and wellbeing.

Red Apple Early Learning Centre believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

POLICY STATEMENT

1. GOALS

Red Apple Early Learning Centre is committed to:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination(including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression/anxiety etc in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental health and wellbeing
- To recognise and act on when a child is recognised as suffering stress or anxiety

SCOPE –

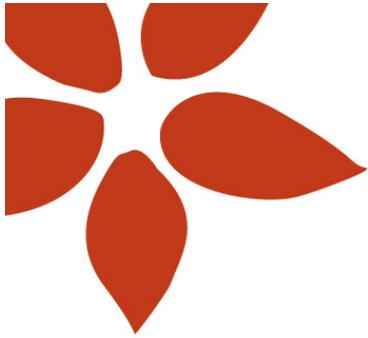
This policy applies to all employees, children and families of Red Apple Early Learning Centre, including casual staff members and contractors

BACKGROUND AND LEGISLATION

1, PROMOTE

Promoting positive mental health at work goes further than focusing solely on eliminating or minimising psychological health and safety risks. Promoting positive mental health focuses on taking a strength-based approach, focusing on opportunities, strengths and resources that help to foster a healthy, positive and supportive workplace.

Workers who feel positive about the environment and culture in their workplace are less likely to experience work-related stress, sustain a psychological injury or leave the workplace, and more likely to have better performance and engage in learning and self-development.



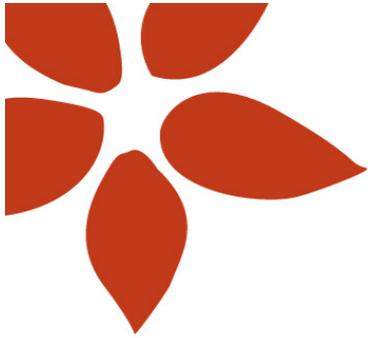
- Show leadership commitment to a mentally healthy workplace
- Development supportive and capable managers and leaders.
- Implement work place policies that support psychological safety and flexible workplace practises.
- Practise respectful and dignified workplace interactions
- Encourage open, honest, effective communication and consultation.
- Build organisation awareness of mental health and wellbeing.
- Children's participation in Achievement program
- Embedding wellbeing into the curriculum
- Recommend places for families and staff to go to in times of need.

2. PREVENT

- Consultation and open communication between employees and employers to assess each individual situation of mental health and wellbeing
- Control any risk that arise within the work environment, making changes and reasonable adjustments to enable employees to perform their duties more effectively, provided employee can fulfil the inherent or core requirements of the position and education and care regulations.
- Undertake meaningful consultation with the employee.
- Monitoring children's behaviour through observations to see any early signs of anxiety or stress

3. EARLY INTERVENTION

- Early intervention of mental health and wellbeing is critical to providing a safe workplace.
- Providing early intervention through EAP. EAP offers free, confidential, third party counselling and support services to workers via telephone or in person.
- Reasonable modifications or support are offered, provided employee can fulfil the inherent or core requirements of the position and the education and care regulations are met.
- Working in consultation with families when children show signs of being at risk and demonstrating mental health issues.



PROCEDURES

Red Apple Early Learning centre will consider all information and recommendations from health professionals and if possible

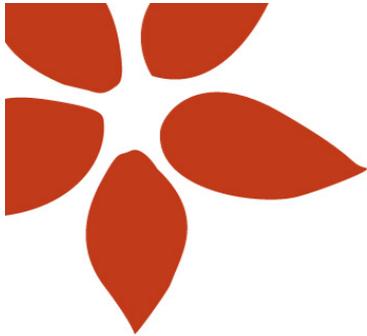
- Allow flexible working arrangements where appropriate
- Consider gradually increasing the worker's hours over time
- Negotiate an appropriate level and variety of tasks for the worker to achieve. The level and type should be negotiated as the worker progresses in their recovery.
- Recognise existing capabilities and strengths: recognise and grow workers' capabilities and support them to use their capabilities at work.
- Set clear expectations: Articulate roles, responsibilities and expectations. Reinforce the links between the workers work and the workplace objectives.
- Promote support networks: Engage peer and personal networks, such as family contacts, along side professional involvement as a way of providing recovery skills, transferring knowledge and supporting change.
- Ask workers for their input in decisions and use the rehabilitation team as catalysts and facilitators of change, rather than purely service providers.
- Recognise progress: Recognise gains and setbacks of workers to create a sense of progress.
- Communicate effectively Inform, engage and involve workers. Effective communication helps build positive relationships which contribute to workplace resilience.
- Promote personal skills: Encourage others to think critically and develop alternative solutions to workplace problems.
- Balance work with other life activities: Balance effort and recovery for workers (including time for rest, exercise and adequate nutrition). This is important to maintain resilience.

The Nominated Supervisor is responsible for:

- Ensure all workers are made aware of this policy
- Actively support and contribute to the implementation of this policy, including its goals
- Manage and implementation and review this policy

Certified Supervisors and other educators are responsible for:

- Understanding this policy and seek clarification where required
- Consider this policy while completing work-related duties and at any time whole representing Red Apple Early Learning Centre.
- Support fellow worker in their awareness of this policy



- Support and contribute to Red Apple Early Learning Centres aim of providing a mentally healthy and supportive environment for all workers
- Take reasonable care of their own mental health and wellbeing, including physical health
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Notify employers of any mental health and wellbeing issues that arise to ensure the employer is able to support the employee in n effective manner

Parents/guardians are responsible for:

- Keeping the centre informed when their child is showing signs of mental health issues.

Sources and related policies

Sources

Beyond Blue, Victorian Government Achievement program, Worksafe Victoria, Heart foundation.

Service policies

Child safe Environment

EVALUATION

Red Apple Early Learning Centre will ensure that:

- All employees receive a copy of this policy during the induction process
- This policy is easily accessible by all members of the organisation
- Employees are informed when a particular activity aligns with this policy
- Employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy

ATTACHMENTS

List all attachments included in this policy.

AUTHORISATION

The policy was adopted by the Approved Provider of Red Apple Early Learning Centre on 20th May 2019.

REVIEW DATE: 20TH MAY 2020