



## Wellbeing Policy

### RATIONALE:

St Francis Xavier Primary School recognises the importance of demonstrating respect for the dignity of each person and of creating an environment where a sense of belonging for all is experienced. These aspirations are central to the wellbeing of individual staff and to a school where all staff feel safe and respected.

### PURPOSE:

The purpose of this document is to state that St Francis Xavier Primary School Ballarat East Ltd. is committed to ensuring the mental wellbeing of staff, students, contractors, visitors and alike.

### IMPLEMENTATION:

St Francis Xavier Primary School:

- recognises that a healthy, safe, and supportive working environment can positively affect the mental wellbeing of employees
- will create and maintain positive work cultures that promote connectedness, are inclusive, share responsibilities and provide support
- will treat all individuals with respect, equality and openness
- will reduce or remove economic or social barriers to employees' participation in personal and school development opportunities.

### OBJECTIVE – Create a Supportive Workplace Environment:

- The School will provide a work environment characterised by trust, honesty and fairness
- The School will provide effective leadership and support that helps employees know what they need to do, how their work contributes to the School and communicates and discusses change effectively
- The School will engage employees in discussion regarding how work is done and how decisions are made
- Employees will be encouraged to actively participate in School activities, such as social gatherings, group walking programs

- The School will recognise and value employee efforts through recognition/reward opportunities
- Employees will be encouraged and supported to set professional development goals and to be involved in other School/Parish events such as masses, working bees, sacraments etc.
- Employees are required to treat all individuals and groups with respect, equality and openness
- The School will proactively address instances of bad practice, discrimination, and violence and proactively recognise instances of good practice and inclusion
- Employees will be given tasks that reflect their level of skill and provided with realistic timelines for completion
- The School encourages work-life balance, and supports flexible work arrangements

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#### **OBJECTIVE – Increase Employee Awareness about Mental Wellbeing:**

- Display educational material about mental health and wellbeing in prominent areas of the School
- Promote the availability of an Employee Assistance Program (EAP)

Promote relevant mental health and wellbeing events (e.g. R U OK? Day)

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#### **RESPONSIBILITY AND SCOPE:**

All staff at the School have a shared responsibility to support St Francis Xavier Primary School's mental wellbeing policy.

##### ***Employees, contractors and casual employees have a responsibility to:***

- Read and fully understand the mental wellbeing policy
- Comply with this policy at all times while completing work-related duties and at any time while representing St Francis Xavier Primary School
- Inform school leadership if they believe that this policy has not been followed.

##### ***School Leaders and employers have a responsibility to:***

- Ensure that all employees, contractors and casual employees are aware of this policy upon induction
- Enable and support the creation of a school culture that is supportive of positive mental wellbeing
- Monitor the implementation of this policy.

##### ***Communication***

- All employees will have the opportunity to read and discuss this policy during the induction process
- Policies are to be easily accessible by employees of the school
- Employees will be empowered to actively contribute and provide feedback during all stages of policy development
- Employees must be notified of all changes to this policy.

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## REVIEW AND MONITORING:

- The St Francis Xavier Primary School mental wellbeing policy will be reviewed on a regular cycle
- The St Francis Xavier Primary School has responsibility for leading the review of this policy (e.g. OHS Committee, Consultative Committee, School Leadership Team). The process for reviewing the policy includes:
  - Assess implementation to date and determine if all objectives have been met
  - Employees provided with the opportunity to give feedback, or
  - A Health and Safety Representative or employee from each department of St Francis Xavier Primary School will act as a representative during the review process
  - All feedback and suggestions will be considered by the reviewing the policy
  - Proposed changes will be presented to all workers to achieve consensus
  - School Leaders will endorse the finalised policy and make copies available to all employees.

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## REFERENCES:

- St Francis Xavier Primary Anti Bullying and Anti Harassment (including cyber bullying) Policy (staff and student)
- St Francis Xavier Primary Complaints and Grievances Policy
- CECV Mental Wellbeing Policy – Catholic Schools
- SFX Pastoral Care Policy
- St Francis Xavier Primary Code of Conduct
- St Francis Xavier Primary Behaviour Management Policy
- CECV Child Safety Commitment Statement

