



Mental Wellbeing Policy

This is a template workplace Mental Wellbeing Policy for use in schools. Changes can be made by individual schools depending on the circumstances.

Training should be conducted on this policy for all staff when it is introduced and new staff (including contractors and casual employees) should receive training on this policy as part of their induction. It is also advisable that all staff receive regular refresher training on this policy (recommended annually).

The school should ensure that a copy of this policy is readily available to all staff (including contractors and casual employees) via the school intranet or Google Docs.

There is a legal requirement for employers to consult with Health and Safety Representatives and employees on health and safety matters that will or are likely to directly affect their health, safety or wellbeing. Consultation does not have to mean agreement, however, there must be an opportunity for sharing of information, giving employees a reasonable opportunity to express their views and take into account those views.

You can consult with employees in a number of ways including (but not limited to); staff meetings, health and safety committee meetings, or one-on-one discussions. It is important to record notes associated with these meetings, who was present (we recommend a sign-in sheet), when they were held, agenda items etc.

This policy has been developed by WorkSafe Victoria

Rationale

Our Lady of the Way 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.

Mental Wellbeing Mission Statement

Our Lady of the Way

- 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.

Objectives and Strategies

The objectives and strategies in this table are examples only. You can select what's right for your school, implement your own or visit www.workhealth.vic.gov.au for more ideas.

Objective: Create a supportive workplace environment

Strategies

- 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

Objective: Increase employee awareness about mental wellbeing

Strategies

- 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)

Responsibility / Scope

All staff at the School have a shared responsibility to support Our Lady of the Way'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 Our Lady of the Way
- 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.

Review and Monitoring

- The Our Lady of the Way mental wellbeing policy will be reviewed 6 months from implementation and every 12 months thereafter
- The School Leadership Team has responsibility for leading the review of this policy. 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 Our Lady of the Way will act as a representative during the review process
 - All feedback and suggestions will be considered by the School Leadership Team 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.

<i>Policy ratified by School Leadership</i>	August 2019
<i>Next review date</i>	August 2021
<i>Person Responsible</i>	Deputy Principal
<i>Related Policies</i>	OH & S Policies