



ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY

STAFF HEALTH & WELLBEING

Rationale:

As a health promoting school, Rotorua Intermediate is committed to promoting the health and wellbeing of all staff through learning, policies, creating a safe and healthy physical and social environment, and developing community links and partnerships.

This policy confirms our commitment to:

- providing our staff with a safe, healthy and supportive environment in which to work
- recognising that the health and wellbeing of our staff is important, and that it not only benefits the individual, but also children, families and the wider community
- providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

Purpose:

A focus on the health and wellbeing of staff can help to improve their physical and mental health, concentration and productivity, and reduce absenteeism and staff turnover.

It is recognised that every member of the school impacts on the health of others and can contribute to creating an environment that promotes health and wellbeing. All staff, contractors, visiting students and volunteers will be supported to meet this policy.

Responsibilities:

Management has a responsibility to:

- ensure all staff are accepted and valued as individuals and professionals
- ensure effective health and wellbeing communication channels are in place
- enable and cultivate a workplace culture that promotes connectedness, is inclusive and provides support
- recognise staff for the work they do and provide relevant and regular feedback
- provide professional development and resources as required, to support staff to enhance knowledge of their own health
- ensure that the staff /volunteers/ visiting students are aware of the policy at induction and have the opportunity to provide feedback
- monitor the implementation of this policy
- ensure the policy is available to all staff and easy to access
- ensure that all staff are encouraged to contribute at review
- discuss any changes to the policy.

Reviewed: 2018

Next Review 2021

Board of Trustees Chairperson:

A handwritten signature in blue ink, appearing to read "S. Glanville".

Date:

A handwritten date in blue ink, "1/11/18".

Staff are encouraged to:

- read, fully understand and action the staff health and wellbeing policy in their work roles
- support the policy to ensure the workplace culture is supportive and positive for staff health and wellbeing
- be respectful of each other
- take responsibility for their own health and well being
- comply with the policy at all times while completing work related duties
- inform management if they believe the policy is not being followed.

Staff have a responsibility to:

Workers must take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do. They must also follow any reasonable instructions given to them by the Principal, and cooperate with any reasonable health and safety policy or procedure.

Procedures

Rotorua Intermediate has a commitment to follow all employment legislation and expectations for staff health and well being.

Our workplace will:

- provide a healthy physical and social environment and promote awareness of key health issues for staff that supports:
 - healthy eating and oral health
 - physical activity
 - tobacco control/ smoke free environment
 - safe environments
 - mental health and wellbeing
 - sun protection.
- encourage staff to provide input into health and wellbeing initiatives within and outside the service
- engage health professionals, services and organisations who can support promotion of staff health and wellbeing.

Sites and legislation for health, safety and well being

Health and safety act 2016 [health and safety at work act](#)

Primary teachers collective agreement [nzei collective](#)

Employment act [employment act 2016](#)

EAPP counselling services information sheet [info pdf](#)

Bullying:

Workplace bullying, harassment and discrimination:

- can affect staff morale
- can lead to stress and impact employee health
- can increase staff turnover
- can damage relationships
- can impact on productivity and profit
- may lead to an employee taking action against the employer, causing a financial impact
- can damage the organisation's reputation as well as the reputation of the person whose behaviour is in question.

Bullying is defined as:

Bullying is repeated aggression, be it verbal, physical or psychological, by an individual or group against others, which causes significant harm to the victim(s). It is intentional, aggravating and intimidating

Can include however is not limited to

- Abusive or offensive language
- Insults
- Teasing
- Spreading rumour or innuendo
- Unreasonable criticism
- Trivialising work and or achievement
- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines
- Unfairly blaming for mistakes
- Setting up people for failure
- Deliberate exclusion
- Excessive supervision
- Inappropriate practical jokes
- Belittling or disregarding ideas, opinions. Suggestions
- Public criticism

Context is important in identifying and understanding bullying. There is a difference between bullying and friendly banter and/or insults between long time work colleagues and comments that are meant to be, or are taken as, demeaning.

Consequences of bullying

Bullying of or amongst staff will not be tolerated at Rotorua Intermediate as it breaches the principles of equality and fairness. Bullying is to be reported in the first instance to the Deputy Principal who will investigate and report to the Principal. Actions to rectify the issue will be discussed with victim and actions will be determined as resolve individual instances and cases.

Monitoring and review

The *Staff Health and Wellbeing Policy* will be monitored by educators, staff, families, management and the health and wellbeing team. It will be reviewed at least once every 3 years as part of a policy review schedule.

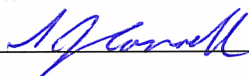
Effectiveness Review:

The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

Reviewed: 2018 Next Review 2021

Board of Trustees Chairperson: _____



Date: _____

