STAFF WELLBEING POLICY

Salesian College Rupertswood is a Catholic community in the spirit and tradition of St John Bosco, working to make its school environment safe, supportive and respectful for all. It is a place where the inherent dignity of each person is valued and where everyone can grow towards achieving their full potential. The College aims to be free from bullying, harassment, discrimination and violence.

The effectiveness of a school is directly related to the dedication and commitment of its staff. The best teaching and learning program for students is likely to be developed in a school in which there is an environment for staff that is conducive to their physical, emotional and professional wellbeing. The Salesian College Staff Wellbeing Policy is intended to contribute to the development of such an environment.

POLICY AIMS

At Salesian College we value our staff as persons, colleagues and vital contributors to the accomplishment of the College’s Mission. Therefore, the Staff Wellbeing Policy reflects the following aims and goals:

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<th>Aim</th>
<th>Goal</th>
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<td>1. To ensure that all staff are familiar with the vision and culture of the College and of Catholic education.</td>
<td>The College provides the opportunity for staff to be informed about, reflect on, and contribute to the vision and culture of Salesian College Sunbury through the induction program and periodical professional learning programs. A mentoring program exists to provide all staff, both newly appointed and experienced, with support, advice and an opportunity to network with colleagues.</td>
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<td>2. To provide policy guidelines for creating a healthy and safe working environment.</td>
<td>The Occupational Health and Safety Policy provides parameters for developing a safe and healthy workplace. The College provides all staff with an appropriate work area and facilities including a desk, filing cabinet, storage, shelving and appropriate physical conditions for their welfare.</td>
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<td>3. To respect individual differences and ensure that the interests, talents and expertise of all staff are utilised and valued while enabling all staff to work as a cohesive team towards common goals.</td>
<td>We believe that all employees and students are entitled to work in an environment in which they can enjoy their work and their relationships with their colleagues, free from unwanted discrimination and harassment of any kind. All staff are encouraged to participate in the decision making process by contributing to College committees.</td>
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4. To ensure that the workplace is free from harassment and bullying, including:
   - age
   - lawful sexual activity
   - physical features
   - industrial activity
   - carer status
   - disability
   - marital status
   - parental status
   - political belief or activity
   - pregnancy
   - race
   - religious belief or activity
   - gender
   - personal association with a person who is identified with reference to any of the above attributes.

The Occupational Health and Safety Policy ensures the workplace is safe and healthy.
Staff are encouraged to develop conflict management skills so that problems can be dealt with quickly, sensitively and to the satisfaction of all concerned.

5. To provide staff with ongoing professional learning to enhance existing skills and career development.

Staff are given periodical in-house professional learning and kept informed of external professional learning available.

6. To provide academic staff with clear guidelines in matters of welfare and discipline and to provide extra assistance for classroom management if required.

All academic staff receive the Pastoral Care and Behaviour Expectations Policy which clearly indicates the mechanisms by which effective classroom management, and discipline can be accomplished and support obtained. Further information is also available from the Staff Handbook of Policies and Procedures.

7. To encourage staff friendships, trust, respect and confidence.

Informal support groups within the College are encouraged (friendships, interests, networks, etc). The Staff Association organises regular social functions to enhance positive staff relationships.

8. To ensure the College news is communicated to all staff.

A variety of media is used to convey information to staff. This includes the Staff Exchange, staff morning briefings, staff meetings, daily bulletin and emails.

9. To provide a forum for staff to voice concerns, opinions and ideas on school policy and practice and staff welfare.

Regular staff meetings are a forum for staff to voice concerns, advance ideas and debate issues of mutual importance. College committees are the chief means by which staff can raise or contribute to the discussion of specific issues. All of these means of participation are characterised by:
   - respect for the dignity of the individual and the value of the individual's contribution
   - openness to a variety of opinions
   - appreciation of the contribution each makes to the advancement of discussion on College issues
10. To ensure that all staff have equal access to information on their rights and responsibilities in the areas of employment conditions and professional learning.

The College ensures that all staff have access to information on their rights and responsibilities as employees under the Award. Information on updates are provided to support the professional learning of staff.

The College acknowledges the value of each staff member and the contribution each person makes to the welfare and advancement of the College. This is done in several ways:

- Staff achievements and successes are acknowledged publicly and with appreciation. Their contribution to the College is noted and supported.
- Personal staff occasions, such as birthdays and other significant life events are acknowledged and celebrated (as far as the individual desires)
- Role descriptions have been developed for all positions of responsibility within the College. These are available to any staff wishing to apply for available positions. From time to time, positions of responsibility are advertised in the staff bulletin.

**Employee Assistance Program (EAP)**

The College provides funding for the Employee Assistance Program through ACCESS Programs (a division of Centacare Catholic Family Services). The EAP is designed to provide support for staff and their families in need of assistance with personal, family and work performance issues as well as personal quality of life. It is totally confidential and the privacy of the individual is assured at all times.

**RELATED PROCEDURES**

- Dress Code
- Overtime/TIL