

**PSYCHOLOGICAL HEALTH VERSION 1.15**

Keithcot Farm Children's Centre is committed to promoting and maintaining the psychological health and well-being of every member of the staff team. We promote a holistic approach to health and recognise that the interaction of both physical and psychological well-being is required to achieve good health. While individuals are responsible for their own psychological health, the whole site can actively promote the psychological health of each individual.

**Roles**

**The Director:**

- Will ensure that staff are aware of policies and procedures which may be relevant to their psychological health and well-being through the induction process.
- Inform staff of any changes to policies at staff meetings and Professional Learning Days.
- Will use personnel management practices which are supportive of psychologically healthy sites and ensure that psychological health issues are managed.
- Notify WH & S representative of site incidents which affect employee psychological health.

**Staff:**

- Act in a manner which protects their own and others' psychological health.
- Are conversant with the policies and practices which impact on their own psychological health and well-being and the psychological health of other employees.
- Promptly and responsibly report to the Director any concerns about the psychological health of the site.
- Contribute to the psychological health of the site as effective members of the team.

**At Keithcot Farm Children's Centre:**

Staff share responsibility for the psychological well-being of all staff members and the continuous improvement of a healthy organisation through:

- Effective leadership
- Sound people management skills - induction of new staff or when new work practices are introduced; effective communication, consultation and decision making processes
- Strategic directions are clearly articulated
- Roles and responsibilities are clearly defined
- Performance management structures and processes are in place
- Grievance procedures are explicit
- Staff skills and abilities are acknowledged and valued
- Accountability and reporting processes are in place
- Staff are encouraged to be innovative
- Continuous improvement is implemented and valued
- Support is in place for staff experiencing difficult times and to prevent difficult situations from deteriorating

The Children's Centre believes that all staff:

- Are able to recognise early signs of discomfort and take action to restore a sense of well-being and balance
- Are able to develop strong nurturing relationships
- Are emotionally independent and do not have the right to control the thoughts, behaviour or people around them
- Are able to seek support from others
- Can learn adaptive mechanisms for coping with distress, anxiety, conflict and anger in themselves and others

Staff will actively participate in the Children's Centre consultation strategies to ensure continuous improvement of psychological health – individually and as a team through:

- Induction
- National Quality Standard processes
- Professional Learning Days
- Grievance Procedures
- Performance Management Processes/Training and Development

Staff have knowledge of safety nets in place to enhance and support their psychological health as follows:

- DE Employee Assistance Programs as contracted by DE
- Staff Counselling (both work and non-work related issues)
- Managers Assist (support for managers in relation to individual, team and staff well-being)
- Beyond Blue website
- DE Social Worker
- Australian Education Union
- United Workers Union
- Public Services Association
- Australian Services Union
- DE Child Wellbeing Practitioner

**CREATED:** September 2007

**REVIEWED:** September 2007, September 2008, November 2009, October 2010, October 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017, September 2018, September 2019, July 2020

**TO BE REVIEWED:** July 2021

**SOURCED:** DECS Occupational Health, Safety and Welfare Guidelines  
DECS Performance Management Guidelines  
Disability Discrimination Act 1992 (Commonwealth)  
Sex Discrimination Act 1984 (Commonwealth)  
Racial Discrimination Act 1975 (Commonwealth)  
Mental Health First Aid training (CCCSA)