

PSYCHOLOGICAL HEALTH

NQS 4.2.2, 7.1.3, 7.2.3 February 2018

Roxby Downs Children's Centre is committed to promoting and maintaining the psychological health and wellbeing of every member of their staff team. We promote an holistic approach to health and recognise that the interaction of both physical and psychological wellbeing 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 wellbeing through the induction process.
- Informs staff of any changes to policies at staff meetings
- 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 wellbeing 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 Roxby Downs Children's Centre:

Staff share responsibility for developing a Children's Centre in which the psychological wellbeing of staff members is continuously improving in terms of the key characteristics of healthy organisations. This is carried out through the following:

- 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
- Goals consistent with core values, are clearly defined and seen to be practices
- 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 wellbeing and balance
- Are able to develop strong nurturing relationships
- Are open to changes that occur through life experiences.
- 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
- Learn increasingly 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 Agenda processes
- Staff meetings
- Partnership Meetings
- Grievance Procedures
- Performance management processes/training and development

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

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

For further information: www.decd.sa.gov.au/ohs

CREATED: January 2018

REVIEWED:

TO BE REVIEWED: November 2019

SOURCED: DECD work health and safety policy, January 2017
DECD Performance and Development Policy and Procedures, Jan 2018
Disability Discrimination Act 1992 (Commonwealth)
Sex Discrimination Act 1984 (Commonwealth)
Racial Discrimination Act 1975 (Commonwealth)
Mental Health First Aid Training (CCCSA)

Further related tip sheets:

Work-related issues

- [Workload pressure \(PDF 281KB\)](#)
- [Work-life balance \(PDF 236KB\)](#)
- [Relationships with managers/supervisors \(PDF 160KB\)](#)
- [Relationships with co-workers \(PDF 196KB\)](#)
- [Challenging personalities/behaviours \(PDF 107KB\)](#)

Personal issues

- [Kickstart your year for a happy healthy 2018 \(PDF, 300.1 KB\)](#)
- [Personal relationships with spouse/partner \(PDF 189KB\)](#)
- [Personal relationships with children \(PDF 168 KB\)](#)
- [Mental Health issues \(PDF 280KB\)](#)
- [Mental health check-in \(PDF 303KB\) \(PDF, 302.6 KB\)](#)

More tip sheets are available on the [Converge website](#).