



J.S Grey Kindergarten Association Inc

MENTAL HEALTH POLICY

Mandatory – Quality Area 7

PURPOSE

JS Grey Kindergarten (**the Employer**) recognises that the mental health and wellbeing of all employees is of utmost importance during difficult times. As such, the Employer is putting in place this policy to raise awareness and provide some encouragement and safe tools that may be useful both personally and to others. The Employer understands that mental illness affects many individuals and endeavours to take the appropriate steps to provide a safe workspace in regard to mental health.

POLICY STATEMENT

Values

J.S Grey Kindergarten has a moral and legal responsibility to provide a safe and healthy environment for employees. This does not only apply to the physical environment but to the mental environment as well.

As such J.S. Grey Kindergarten is committed to ensuring that:

- the management group, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers
- Employees have access to support where needed or know how to reach it.

Scope

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, persons in day to day charge, educators, staff, students on placement, volunteers, contractors and visitors attending the programs and activities of J.S. Grey Kindergarten.

Background

Mental Illness is a health issue that can significantly affect how a person feels, thinks, behaves and interacts with other people. At JS Grey Kindergarten we want our staff to feel reassured that we are here to assist during this difficult time. The Employer understands that many staff are feeling afraid, worried, anxious and overwhelmed by the overload of content in the media and the constantly changing alerts regarding the spread of the coronavirus.

Procedure

As much as possible, J.S Grey kindergarten is dedicated to supporting its employees and asks that they reach out at any time. Specifically, staff are encouraged to take care of both themselves and others, such as colleagues, neighbours, friends and family.

The Employer would like to recommend some wellbeing tips and strategies for coping in these unprecedented times:

- Try to maintain perspective. While it is reasonable for the employee to be concerned about the outbreak, try to remember that health experts around the world are working hard to contain the virus, treat those in need and to develop a vaccine as soon as possible.
- Try and stay connected with loved ones for support during this time.
- If the employee can, try and focus on stress management, keeping active and a balanced diet.
- Access good quality information (find a healthy balance to media coverage and avoid speculation)
 - <http://www.health.gov.au>
 - <https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19>
 - <http://www.who.int>
- Follow a calm but cautious approach.
- Follow hygiene habits and do the best to stay at home.
- Show kindness to each other and support each other where possible.

Furthermore, the following are links to professional resources that may be of use to the employee or someone they know:

- Beyond Blue (1300 22 4636) have a free to call line for advice as well as an online chat. <https://www.beyondblue.org.au/>; and
- Lifeline (13 11 14) also have a free to call line, and more information online at <https://www.lifeline.org.au/>.

ATTACHMENTS

- **Attachment 1:** Employee Acknowledgement

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

AUTHORISATION

This policy was adopted by the Approved Provider of J.S. Grey Kindergarten on 18/05/2020.

REVIEW DATE: 29/04/2020

NEXT REVIEW DATE: 29/04/2021

Attachment 1:



EMPLOYEE ACKNOWLEDGEMENT

I _____ (please print name) hereby acknowledge that I have received, read and understand the details confirmed in the Mental Health policy.

Signed: _____

Dated: _____