



The Catlins Area School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

About the review process ⓘ

[Start your review](#)

Staff Wellbeing and Safety

Our board is responsible for the health and safety of all staff. We aim to create a safe physical and emotional environment, and a positive, inclusive culture to support effective teaching and learning. Our school monitors the health of workers as part of its primary duty of care.

At The Catlins Area School:

- we provide appropriate induction and professional guidance
- workplace harassment or bullying is not tolerated
- staff may request **leave** as required
- staff may request access to **professional development** and mentoring, as required, to increase competency and confidence and reduce stress
- staff may apply for **flexible working arrangements** to be considered
- we recognise **stress in the workplace** as a hazard, work to manage it, and encourage staff to speak up if they need support
- we have guidelines for the use of **social media** to protect staff and students
- we understand the increased risk from **working alone**.

To support staff wellbeing and safety, we ensure that:

- staff are made aware of our **emergency, disaster, and crisis management** and **healthcare** procedures
- if a staff member is a subject of a concern or complaint, they are informed about the **concerns and complaints** process and are offered appropriate support
- if a staff member is involved in a confrontation (physical or verbal), they are offered support appropriate to the situation, which may include an incident debriefing.

Staff are encouraged to report any health or wellbeing concerns to the principal and senior management. Counselling may be available through an Employee Assistance Programme (EAP) or a general practitioner (GP) can help to organise a counselling service.

We encourage staff to support each other. Staff with concerns about the mental health of a colleague can raise this with the principal or an appropriate staff member. If a staff member becomes aware that a colleague is at risk of self-harm or suicide, they should consult with the principal or an appropriate staff member. In the case of the imminent threat of suicide, we ensure the person's immediate safety and ring 111 or our regional **crisis assessment team**



If a staff member has an accident, injury, or illness at work, we follow the procedures in **Managing Injuries and Illness** and **Recording and Reporting Injuries and Illness**. Our delegated person and elected health and safety representative are responsible for promoting the interests of staff who have suffered illness or injury at work, including support for returning to work.

Support for returning to work

Support and rehabilitation is an important part of our safety management system. The Catlins Area School understands that staff who have been on leave may require support to return to the workplace. We follow Ministry guidance to offer support to staff. This includes:

- addressing relevant **workplace hazards** (including psychosocial)
- agreeing to an effective **return to work plan**
- working with all **parties** as appropriate.




Related policies

- **Worker Engagement, Participation, and Representation**
- **Bullying and Harassment**
- **Performance Management**
- **Inclusive School Culture**

Legislation

- Health and Safety at Work Act 2015

Resources

- WorkSafe | Mahi Haumaru Aotearoa: **Your rights and obligations** 
- ACC: **Supporting your injured employee to recover at work** 
- Mental Health Foundation: **Workplaces** 

Release history: [Term 4 2022](#), [Term 3 2022](#), [Term 3 2020](#)

IN THIS SECTION

Stress in the Workplace

Staff Working Alone

Staff Social Media

Delivering Online Learning

Last review	Term 4 2022
Topic type	Core