

# STAFF WELFARE POLICY

## PURPOSE

- The Staff Welfare Policy aims to maintain a high level of staff morale.
- The staff at Devon Meadows Primary School believe all staff should make a conscious effort to provide a network of support which will promote the best conditions for each person's well-being.
- The Staff Welfare Policy is designed:
  - To provide an effective communication network, ensuring goals and issues are relevant, understood and accepted.
  - To provide job satisfaction.
  - To provide a comfortable working environment for the staff.
  - To provide a supportive administrative framework, consistent with Government policy and school goals.

## GUIDELINES

Consistent with the aims, this program will be implemented according to the following guidelines.

- Through leadership and example, delegation and discussion, staff will be encouraged to develop administrative skills in readiness for higher duties.
- Staff will have input into professional development, in-service planning and allocation of year levels and responsibilities.
- Staff will have confidential and ready access to internal and external support agencies, for both professional and personal needs.
- To disseminate information as widely as possible by the use of the staffroom whiteboard forward planner, personal contact, daily communication memo, staff meetings, area meetings, administrative meetings and management meetings.
- Staff will be given recognition and thanks for extra deeds of support each week through the use of the whiteboard.
- 2 staff members (male & female if possible), will be elected by the staff, annually, to provide extra support to individual staff members, if required.

## EVALUATION

The effectiveness of the program will be ascertained by comments from staff.

The staff morale will be noted each year from the results of the annual teacher survey as required by D.E.E.C.D.

Continuous monitoring by the principal, vice-principal, co-ordinators and through discussion at management level will help to maintain staff morale.

This policy will be reviewed as part of the school's cyclic policy review process in September 2014.



COUNCIL APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_