



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

EMPLOYEE ASSISTANCE POLICY

No 312

Rationale

To comply with the legal requirements of the Health & Safety at Work Act (2015) and its amendments. To provide support and assistance to staff in times of stress and to work towards a healthy workplace. The Board however does acknowledge that of its very nature teaching carries with it stressful situations which cannot necessarily be alleviated.

Policy Statement

The Board will:

- promote awareness of workplace stress as a potential health hazard.
- reduce, as far as possible, unreasonable workplace stress on employees.
- provide all reasonable support and assistance to reduce the incidence of unreasonable stress.

Policy Guidelines

1. The school will promote an awareness of the issue of workplace stress. Senior staff will be trained to recognize potential workplace stress situations and to deal with them within the resources of the school. Staff will need to be educated and trained in strategies to reduce unhealthy stress levels.
2. The school will put in place clear guidelines that aim to identify, reduce, and manage unhealthy stress. The school will have a clear process for considering and responding to complaints and concerns from employees and for identifying and minimizing hazardous levels of workplace stress.
3. The staff will be made aware of the need to take responsibility for their own stress levels including regular holidays, effective time management unhealthy levels of stress.
4. The school will develop systems of recording information relevant to employees' vulnerability to workplace stress. This will be in consultation with staff.
5. The school will implement an EAP (Employee Assistance Programme) for those employees who are prone to stress or whose personal circumstances make the work environment stressful.
6. The school will ensure that an employee who needs sick leave for workplace related illness is properly supported when he/she returns to school. This may relate to his/her curricular and co-curricular responsibilities.

Ratified by Board: 6 June 2023	Next Review: June 2026
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