

# Wellbeing checklist.

Early learning professionals play a pivotal role in the development and well-being of young minds. As you prioritise the mental health of the children in your care, it's equally important to create an environment that supports the mental well-being of your dedicated staff.

Mental health is integral to overall well-being, and creating a mentally healthy workplace is crucial for the happiness, productivity, and job satisfaction of early learning staff. A positive work environment not only benefits the individuals but also enhances the quality of care provided to the children.

Complete the following checklist. Where responses are 'no', this is an opportunity to reflect on workplace practices and make changes where possible.

For training tips, information, guidance and resources to support necessary change, go to SafeWork NSW at [safework.nsw.gov.au](https://safework.nsw.gov.au).

We foster an environment where open communication is encouraged. Staff feel comfortable discuss their concerns, ideas, and feelings with their Provider, Director or Nominated Supervisors.	Yes	No
We encourage a healthy work-life balance by adhering to legal requirements regarding work hours, breaks and responsibilities.	Yes	No
We promote a sense of camaraderie among staff through team-building activities and events. We recognise at strong interpersonal relationships contribute to a positive work atmosphere.	Yes	No
We regularly acknowledge and appreciate the hard work and dedication of staff members as we know that recognition boosts morale and fosters a positive work culture.	Yes	No
We offer flexible scheduling options, when possible, to help staff manage personal commitments and reduce stress associated with rigid work hours, while adhering to legal requirements.	Yes	No
We provide access to mental health support services, such as counselling or employee assistance programs. Ensure that staff members know how to access these resources confidentially.	Yes	No
We equip staff with knowledge and skills to understand and manage children's behaviour effectively as this can reduce stress and frustration in the workplace.	Yes	No

We have designated space for breaks, where staff can relax and recharge during their breaks.	Yes	No
We have clear procedures for resolving conflicts in the workplace, which includes open communication with management and mediation services if needed.	Yes	No
We conduct regular check-ins with staff members to gauge their well-being and address any concerns they may have.	Yes	No
We periodically conduct surveys to assess the overall well-being and job satisfaction of staff. The feedback gained is used to make improvements to the work environment.	Yes	No
We organise awareness activities, such as recognising R U OK? Day to reduce the stigma associated with mental health and provide educational materials and resources to promote understanding.	Yes	No
Managers are aware of the need to report any incidents or injuries to Guild Early Learning, within 48 hours of occurring.	Yes	No

1800 810 213  
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