

Employee Assistance Program policy

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Purpose

This policy will provide guidelines to:

- Assist HDKA staff prevent or resolve personal, family and workplace problems affecting employee's wellbeing and job performance.

Values

HDKA is committed to:

- The health and wellbeing of all staff by maintaining a confidential Employee Assistance Program that supports staff who may require additional personal support.
- Making appropriate professional and confidential support available and accessible to its staff and ensure that any potential conflicts of interest are avoided.

Scope

This policy applies to members of the Management Team, Nominated Supervisor, Certified Supervisor, educators and staff involved in the programs and activities of services administered by HDKA.

Background

Horsham and District Kindergarten Association places a very high priority on the overall quality of working for staff, and an important strategy to assist staff is the provision of an Employee Assistance Program which gives staff access to a confidential counselling service.

An EAP provides a short-term intervention strategy and is designed to give staff the opportunity to promptly address issues of immediate concern to them. Staff who may require longer-term assistance will need to consider making private arrangements which can be either with the assistance of the EAP counsellor or with some other provider.

Procedure

Provision of counselling services

Staff who feel that they require support and counselling for personal issues are encouraged to seek assistance in the first instance through the HDKA EAP providers or from other professional agencies and services.

The Employee Assistance Program

The HDKA EAP is a personal counselling service providing a limited number of short-term counselling sessions. It is intended to be used for a range of personal problems that may be affecting an employee's ability to perform satisfactorily at work such as:

- Interpersonal conflict
- Health issues
- Emotional stress
- Relationship issues
- Alcohol and other drug related problems

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- Organisational change issues.
(This is not an exhaustive list)

HDKA may advise employees to consider contacting the EAP provider on the basis that some personal issues are perceived to be impacting on their work. This is a legitimate role for HDKA to play and all staff are encouraged to seriously and professionally consider such advice.

Employees should contact the EAP providers independently or request confidential support from the Pedagogical Leader or Executive Officer. Local EAP providers **Jenny Keir, Marie Aitken or Rosemarie Seidler** may be contacted. Contact details for providers are:

EAP operational guidelines

- HDKA EAP program is available to all employees and volunteers of the organisation. It is not available to partners, children or close family members.
- Three sessions of counselling will be available to individual staff of HDKA for each incident. If further sessions are required for an incident staff may continue to see the EAP provider but will not usually be funded by HDKA beyond the first three sessions. In special circumstances approval to fund additional sessions may be granted by the Executive Officer.
- All personal information gathered during the provision of this service will remain strictly confidential between the staff member and EAP provider unless:
 - It is subpoenaed by a court
 - Failure to disclose the information would place the staff member or another person at risk
 - The staff member's prior approval has been obtained for the release of information
- HDKA will not seek any feedback concerning personal or work related information that may be disclosed during EAP sessions.

Service policies

- Code of conduct
- Occupational Health and Safety
- Privacy and confidentiality