

# Audit Tool

## for Workplace Psychological Health and Safety in Schools

Not in place    
  Partly in place    
  Fully in place    
  Unknown and/or not applicable to me

<b>A structured approach</b> Policies and processes to prioritising staff mental health and wellbeing in schools, with a foundation in continuous learning					Comments (e.g., resources/ideas in place/available/planned)
<b>Commitment</b>					
1. Staff mental health and wellbeing strategic commitment and/or policy					
2. Policies that support staff mental health and wellbeing (mental health at work, flexible working etc)					
3. Definitions of staff mental health and wellbeing-related commitment, policies, responsibilities, and authorities communicated throughout the school					
4. Employee input included in decision-making processes					
5. Processes for change management					
6. Processes for conflict resolution					
7. Processes for managing critical events					
<b>Responsibilities</b>					
8. Staff wellbeing promoted and monitored by school board					
9. Staff wellbeing group to lead and develop staff wellbeing initiatives, consisting of members representative of the staff population					
10. Staff mental health and wellbeing champion/lead in place					
<b>Data collection</b>					
11. Survey or other method to gauge staff perspective of workplace environment/psychosocial factors, to identify strengths and risks					
12. Staff wellbeing survey (at least annual) to monitor impact of changes made					
13. Method to communicate survey results					
<b>Action Planning</b>					
14. Staff mental health and wellbeing plan based on employee-identified needs and updated regularly					
15. An accountability structure for the staff mental health and wellbeing plan					

<b>Leadership Behaviour</b> Promoting an open culture around mental health					Comments (e.g., resources/ideas in place/available/planned)
16. Senior leadership team encourage regular discussion/openness on mental health and wellbeing					
17. Wellbeing part of daily operations/activity (orientations, one-to-ones, team meetings)					
18. Promotion/awareness campaigns of mental health and wellbeing across the school community					
19. Senior leadership team model good working practices and self-care					

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<b>Staff Training</b> Building confidence and capability, with particular focus on managers/school administration and wellbeing leads.					Comments (e.g., resources/ideas in place/available/planned)
20. Staff mental health and wellbeing champion trained on role and responsibilities and relevant mental health and wellbeing trainings					
21. Managers/school administration provided with mental health and wellbeing training					
22. All staff confident and encouraged to recognise and support when a colleague's mental health and wellbeing is under threat					
23. Staff training available in wellbeing and mental health to promote self-care, support and normalising a supportive culture					

<b>Supports and Resources</b> Providing tools and support to drive positive health outcomes for all staff					Comments (e.g., resources/ideas in place/available/planned)
<b>“Proactive” Supports and Resources</b>					
24. Tools in place for staff to self-monitor and manage stress and burnout					
25. Tools to help with work/life balance					
26. Recognition and team-building practices in place (to foster and promote staff collegiality and appreciation)					
27. Peer support/mentoring/supervision available to staff					
28. External support for school administration (mentoring, supervision, peer support)					
29. A safe comfortable space for staff to take time out and de-brief outside of staff room environment					
30. Inclusive opportunities for all staff to participate in social activities not related to work					
31. Physical working spaces that promote wellbeing (quiet rooms, plants, exposure to light)					
<b>“Responsive” Supports and Resources</b>					
32. Staff know where to access internal and external sources of support					
33. Access to counselling/EAP/mental health services					
34. Processes in place to support staff after difficult or distressing incidents					
35. Return to work conducted with a focus on wellbeing (for school division leaders)					

<b>Other</b> Please add any other practices relevant to your work environment, if not listed above.					Comments (e.g., resources in place/available, plans, ideas)