SCHOOL PSYCHOLOGICAL SAFETY ACTION PLAN

ITEM BANK OF ACTIONS

The following list of more than 150 action items, grouped by Risk Factor, has been compiled following focus group workshops with the Wellbeing Committee members of 22 Victorian Independent schools across 2021 and 2022.

#	ACTION ITEM to be considered	KEY RISK FACTOR to be addressed	STRUCTURES*			RESOURCE COSTS		EXPECTED IMPACT Low, Medium, High
			OHS	HR	HP	HUMAN COSTS Low, Med, High	FINANCIAL COSTS 0, $, $$, $$$	
1	Assist staff to develop personal work strategies to help them prioritise and delineate home and work life	Job Control		✓		Low	0	Low
2	Consult with staff to review and enhance current performance management processes	Job Control	✓			Low	0	Low
3	Develop and seek input on a Staff Working from Home policy including purpose, guidelines, and boundaries	Job Control			✓	Low	0	Low
4	Education Support Staff who work part-time during school holidays be supported to have flexibility in working days where practicable	Job Control		✓	✓	Low	0	Low
5	Encourage employees to add their contactable hours to their email signatures and then encourage them to stick to them	Job Control		✓		Low	0	Low
6	Ensure staff are always asked to submit preferences whenever creating rosters (eg. Yard duty, Devotions, …)	Job Control		✓	✓	Low	0	Low

#	Description	Category						
7	Give staff greater flexibility to book outside appointments and to be able to leave school during recess/lunch and non-contact periods	Job Control	✓			Low	0	Medium
8	Implement 'Thrive' program for staff performance based reviews	Job Control		✓		Medium	0	Medium
9	Leadership team to share a 'draft' version of Home Groups for teachers to provide input, prior to it being finalised each year	Job Control		✓		Low	0	Low
10	Line Managers to use performance conversations and/or team meetings to seek input from staff on how they would like to organise their work	Job Control			✓	Low	0	Medium
11	Provide early notice (August) and discussion opportunities regarding proposed work schedules for the following school year	Job Control		✓	✓	Medium	0	Medium
12	Provide staff with opportunities to complete PL to ensure they have the skills required to perform their roles	Job Control		✓	✓	Low	$ - $$	Medium
13	Provide the option to work at home in afternoons during work break periods	Job Control		✓		Low	0	Low
14	Provide training to team leaders on how to delegate responsibility for decision making and welcoming staff improvement suggestions	Job Control	✓			Medium	0	Low
15	Publish a staff guidelines handbook which clearly outlines ICT and storage platforms – Teams, Hub, email, Synergetic, Operoo, …	Job Control		✓	✓	Low	0	Medium
16	Review Performance Review and Development system with the goal of providing staff with greater autonomy in the process and within their role	Job Control		✓	✓	Medium	0	Medium

17	Assign a representative group to update Staff Code of Conduct policy to clearly articulate appropriate and inappropriate work behaviours	Relationships: Colleagues	✓	✓	✓	Medium	0	Medium
18	Develop opportunities for staff to cooperate, collaborate and communicate with Executive Team	Relationships: Colleagues		✓	✓	Low	0	Medium
19	Engage an external expert to provide whole staff training on conflict management and relationship management	Relationships: Colleagues	✓	✓	✓	High	$$	Medium
20	Familiarise all staff with Code of Conduct policy and have staff acknowledge they have read policy	Relationships: Colleagues		✓		Low	0	Medium
21	Identify and address work design issues that may lead to relationship conflict	Relationships: Colleagues		✓		Low	0	Low
22	Introduce a weekly lunch gathering opportunity for staff (rotate days) to promote relationships	Relationships: Colleagues			✓	Low	0	Medium
23	Introduce regular (blend of informal and formal) morning tea gatherings for staff	Relationships: Colleagues			✓	Low	0	Low
24	Introducing staff activities during meetings, or in the staff room that can promote wellbeing (ie. kindness, gratitude, teamwork, …)	Relationships: Colleagues			✓	Medium	0	Low
25	Provide bullying and harassment training to all staff, including how to report and address poor workplace behaviour	Relationships: Colleagues	✓	✓		Medium	0 - $$	Medium
26	Provide middle leaders with training on effective conflict resolution techniques	Relationships: Colleagues		✓		Medium	0 - $$	Medium
27	Provide opportunities for staff to collaborate across departments or school sectors on specific projects to improve outcomes and promote relationships	Relationships: Colleagues		✓	✓	Low	0	Medium

#	Description	Category						
28	Provide training to leaders to aid in early identification and effective resolution of conflict situations	Relationships: Colleagues		✓		Medium	0 - $$	Medium
29	Inform parent community of teacher communication expectations – within a certain time, or not outside certain hours, and channels	Relationships: Parents & Teachers		✓		Low	0	Medium
30	Provide clear guidelines for parents in regards to who is the correct contact for different situations	Relationships: Parents & Teachers		✓		Low	0	Low
31	Review with staff and provide updated details to staff and parents on the parent-teacher-child conversations protocols	Relationships: Parents & Teachers	✓	✓		Medium	0	Medium
32	Staff members encouraged and reminded to contact parents with good news emails or phone calls	Relationships: Parents & Teachers			✓	Medium	0	Medium
33	Adopt a consistent approach to student behaviour management, informed by an external expert	Relationships: Students & Teachers	✓	✓		High	$$ - $$$	High
34	Assist staff to separate the action from the student and help them deal effectively with the misbehaviour and ensure student feels valued	Relationships: Students & Teachers		✓		Low	0	Low
35	Engage external expert (eg. Sue Larkey) as a whole-school PL experience regarding managing students with challenging needs	Relationships: Students & Teachers	✓	✓		Medium	$$ - $$$	Medium
36	Identify and train Contact Officers to support grievance processes	Relationships: Students & Teachers	✓			Low	0	Low
37	Inform staff of the system for monitoring the allocation of students with special needs	Relationships: Students & Teachers		✓		Low	0	Medium

#	Action	Category						
38	Introduce a fun activity each term which promotes cross student and teacher participation and relationships (eg. Debates, charity, challenges…)	Relationships: Students & Teachers			✓	Medium	0	Low
39	Offer external PL courses for specific teachers regarding behavioural management	Relationships: Students & Teachers		✓		Low	$ - $$	Low
40	Prepare and present one Positive Behaviour Support staff PL session per term	Relationships: Students & Teachers		✓	✓	Low	0	Low
41	Provide PL and introduce the principals of restorative practices to strengthen, sustain and repair relationships	Relationships: Students & Teachers		✓	✓	High	$$ - $$$	High
42	Provide teachers with further PL to assist with dealing with difficult students	Relationships: Students & Teachers	✓	✓		Medium	0 - $$	Medium
43	Provide time and resources for staff involved in following up challenging student behaviour cases (support from Executive Leadership team)	Relationships: Students & Teachers	✓	✓		Medium	0	Medium
44	Review (incl students) and Update Community Expectations Agreement – one for staff, one for students – clearly articulating appropriate and inappropriate behaviours including consequences	Relationships: Students & Teachers	✓	✓		Medium	0	High
45	Review student behaviour policies and include broad student, parent, and staff representation	Relationships: Students & Teachers		✓		Medium	0	Medium
46	Each term, formally remind and encourage staff to talk to their line manager early if they are unclear or unsure of their role responsibilities	Role Clarity		✓		Low	0	Low

#	Recommendation	Category						
47	Heads of Departments (Heads of Sub-Schools) to undertake a review of Position Descriptions for direct reports and make recommendations to HR	Role Clarity		✓		Medium	0	Medium
48	Heads of Faculty (Line Managers) to assist team members to develop personal work plans that clearly define task objectives and expected outputs	Role Clarity		✓	✓	Medium	0	Low
49	Hold an open staff forum inviting conversations regarding roles, responsibilities, and expectations	Role Clarity	✓	✓		Low	0	Medium
50	Introduce and implement a Daily Comms sheet for staff – publish it the afternoon beforehand to staff	Role Clarity		✓		Medium	0	Low
51	Promote weekly briefing notes that are online, to ensure all staff are receiving the information	Role Clarity		✓		Low	0	Low
52	Provide a mini, but still comprehensive, induction program and package at the start of each term for any staff member joining the school	Role Clarity	✓	✓	✓	Medium	$-$$	Medium
53	Provide more direction around what Education Support staff are to do following students leaving and on planning days	Role Clarity	✓	✓		Low	0	Low
54	Provide new employees with a comprehensive induction program	Role Clarity		✓		Medium	0	Low
55	Provide new staff members with an updated staff handbook and a comprehensive induction program and package	Role Clarity	✓	✓	✓	Medium	$-$$	Medium
56	Review formal Position Description statements particularly focussing on Role Purpose, Reporting lines, and Key Duties	Role Clarity		✓		Medium	0	Low
57	Review Organisational Chart with staff, and ensure each staff member knows who they are directly accountable to	Role Clarity		✓		Low	0	Low

#	Action	Category						
58	Review with staff and provide updated information on report writing expectations	Role Clarity		✓		Low	0	Medium
59	Review, update and disseminate an updated Organisational Chart for all staff members, clearly emphasising communication channels	Role Clarity		✓		Low	0	Low
60	Tailor a comprehensive induction program for Operational Staff members, which has considerable overlap and connection with teachers	Role Clarity	✓	✓	✓	Medium	$-$$	Medium
61	Update and promote the 'Who do I turn to when I need help with…?' register	Role Clarity		✓		Low	0	Medium
62	Allocate staff with 1 session per exam period for staff to use in correction and report writing	Work Overload		✓		Low	0	Medium
63	Calendarise two planning days per year where staff can plan in teams or individually (no other meetings to be held on these staff days)	Work Overload		✓	✓	Low	0	Medium
64	Consult with staff and then Leadership to draft a staff working hours expectations document	Work Overload	✓	✓		Medium	0	Medium
65	Consult with staff with regard to taking on extra-curricular activities and committees so that workload is managed and distributed evenly	Work Overload		✓		Medium	0	Low
66	Design and introduce a process for report writing if staff member can't meet deadline for unforeseen circumstances.	Work Overload		✓		Low	0	Low
67	Develop and publish explicit expectations and engagement of educational teams to support a team approach, planning and teaching	Work Overload	✓	✓		Medium	0	Medium
68	Encourage staff to speak with their Line Manager if they feel their task demands are excessive	Work Overload	✓	✓		Low	0	Medium

69	Establish a dedicated space where teachers can go where disruptions will be minimised/avoided	Work Overload	✓	✓		Low	0 - $$$	Medium
70	Establish and maintain realistic expectations surrounding the implementation of new teaching and learning programs	Work Overload	✓	✓		Low	0	High
71	Explore use of support staff to supervise 'cool off' at times of high staff absences to take load of teachers	Work Overload		✓		Low	0	Low
72	Explore, and report to staff, the option of 'bank' staff, on call casual teachers/ES who can fill in more fully to take load of permanent staff	Work Overload		✓		Low	0 - $$	Medium
73	Formalise a 'mental health' (catch-up) day per staff member per term (can be donated/paid forward)	Work Overload	✓			Low	0 - $	Medium
74	Formalise process around filling staff absences to ensure the load is shared and is transparent. Consider options such as collapsing classes	Work Overload		✓		Low	0	Medium
75	Formally monitor staff workloads each semester to ensure staff have sufficient resources to cope with and manage work demands	Work Overload	✓		✓	Medium	0	High
76	Heads of Departments offer assistance to their team members to develop personal work plans and ensure adequate time is provided for tasks	Work Overload	✓	✓		Medium	0	Medium
77	Introduce a system where a staff member can be provided with additional support when needed during peak periods	Work Overload	✓	✓		Medium	0 - $$	High
78	Investigate the costs of qualified support staff to assist with running and staffing school camps, therefore reducing number of teachers needed	Work Overload	✓			Low	$$	Medium

#	Description	Category						
79	Leadership team to review roles of interns / aides / assistants / volunteers / gappies and see what tasks they can carry out to support staff workload	Work Overload		✓		Low	0	Low
80	Line Managers to monitor staff workloads during periods of peak demand and provide additional support where required.	Work Overload		✓		Medium	0 - $	Medium
81	Lock in the exam timetable prior to the start of semester. Provide an up to date exam schedule to all subject teachers prior to the start of term	Work Overload		✓	✓	Low	0	Low
82	Provide a minimum of one term's warning regarding upcoming tasks, events, and deadlines	Work Overload		✓		Low	0	Low
83	Provide information and training on personal and professional boundary setting	Work Overload	✓			Low	0	Medium
84	Provide Middle Leaders with PL to assist with managing difficult people (staff, students and parents)	Work Overload		✓		Medium	0 - $$	Medium
85	Provide opportunities for staff to debrief and problem solve work demands and challenges that are being experienced	Work Overload	✓		✓	Medium	0	Medium
86	Provide refresher and ongoing training on organisational systems (ie Synergetic and mE) to ensure staff are aware of various efficiencies	Work Overload		✓		Low	0	Medium
87	Provide staff with education and resources relating to teacher burnout	Work Overload	✓	✓	✓	Low	0 - $$	Low
88	Provide training for staff to assist with better managing emails	Work Overload	✓	✓		Medium	0 - $$	High
89	Reduce whole staff meeting times by reducing administrative talk and having notices to read in the agenda	Work Overload		✓		Low	0	Low

#	Recommendation	Category				Rating		
90	Remind staff of starting and finishing times for morning devotions – ensure it starts and finishes on time (staff can't go over the finish time)	Work Overload		✓		Low	0	Low
91	Review email communications system – subject line system: Must Read or Optional or FYI and timing of sending emails	Work Overload		✓		Low	0	Low
92	Review subject/course assessments – consider a policy and standardised guideline around the level of assessment for each department	Work Overload		✓		Medium	0	Medium
93	Roster staff on to attend school assemblies, rather than all staff needing to attend	Work Overload	✓	✓		Low	0	Medium
94	Schedule a meeting free week, to be known as a 'breathing week' or a 'catch-up week', each term (Generally around Week 7)	Work Overload		✓		Low	0	Medium
95	Schedule and promote the use of shared planning time for teachers	Work Overload		✓		Low	0	Low
96	Sharing of teacher pastoral care responsibilities (teacher devotions and dismissals) between two teachers	Work Overload		✓	✓	Low	0	Medium
97	State and share expectations of staff meetings including dates, and starting and finishing times.	Work Overload		✓		Low	0	Low
98	Strongly encourage staff to take breaks and to have down time and promote spaces for this intended use	Work Overload			✓	Low	0	Low
99	Transparent recording, displaying, and monitoring of Daily Extras across a term/semester	Work Overload	✓			Low	0	Medium
100	Undertake a review of meeting schedule and school calendar in Term 4, inviting staff input, to set priorities for meeting schedule in 2023	Work Overload		✓	✓	Medium	0	Low

101	Undertake a review of systems and processes with the goal of creating efficiencies.	Work Overload		✓		Medium	0	Medium//
102	Undertake a review of Yard Duty – areas, allocations, benchmarking other schools, seeing if LSOs can undertake supervision	Work Overload	✓	✓		Medium	0	Low
103	Actively seek input and suggestions from staff during the development/drafting phase of major new school initiatives/projects	Workplace Change Management		✓		Medium	0	Low
104	Develop, with input from staff, a change management policy and procedure	Workplace Change Management		✓		Medium	0	Low
105	Each term, provide a comfortable, open forum for staff discussions	Workplace Change Management		✓	✓	Medium	0	Medium
106	Encourage participation in Principal's Advisory Groups and establish a fair and transparent way of selecting team members	Workplace Change Management		✓		Low	0	Low
107	Ensure for all major changes, staff are invited to be involved in the planning of the initiative and encouraged to provide ongoing feedback	Workplace Change Management		✓		Low	0	Medium
108	Ensure staff are consulted about the staffing of Home Groups	Workplace Change Management		✓		Low	0	Low
109	Ensure the results of staff consultations are fed back to the staff, including reasons behind final decisions	Workplace Change Management		✓		Low	0	Low
110	Establish a weekly communication system (email update) that keeps staff up to date with the developments of any major school project	Workplace Change Management		✓		Low	0	Low

111	Following a significant organisational change or restructure, hold optional focus groups to check-in with staff and to understand their views	Workplace Change Management		✓		Low	0	Medium
112	Following an organisational change or restructure, schedule a check-in with staff to ensure they understand any additional duties or responsibilities	Workplace Change Management		✓		Medium	0	Medium
113	Forward plan and pro-actively communicate structural or operational changes to staff – aiming to minimise stress and pressure	Workplace Change Management		✓	✓	Medium	0	Medium
114	Hold optional information sessions, as appropriate, to ensure staff are (and feel) consulted whenever significant change is introduced to the College	Workplace Change Management		✓		Low	0	Medium
115	Leadership team to communicate with staff about how and why decisions are made and explain key purpose and objectives of the change	Workplace Change Management		✓		Low	0	Low
116	Promote the role of the Consultative Committee (CC) in change processes and ensure the CC is representative of all staff	Workplace Change Management		✓		Low	0	Low
117	Promptly update organisational charts and role descriptions when change occurs.	Workplace Change Management		✓		Low	0	Low
118	Provide staff with background reading material regarding purposes and reasons for major school changes and master plan projects	Workplace Change Management		✓		Low	0	Low
119	Publish and align start times and key calendar dates across states/campuses and communicate this with staff prior to the beginning of school year	Workplace Change Management		✓	✓	Medium	0	Medium
120	Reintroduce termly cross campus meetings either in person or on Teams	Workplace Change Management		✓	✓	Medium	0	Medium

121	Review and disseminate the process of advertising internal positions	Workplace Change Management		✓		Low	0	Medium
122	Review educational programs within a three year cycle through a method of review, reflection and action	Workplace Change Management		✓		Medium	0	Medium
123	Send a weekly staff email/message listing recent and/or upcoming changes	Workplace Change Management		✓		Low	0	Low
124	Create a lunchtime walking club, and create other ways to promote physical activity amongst staff	Workplace Environment			✓	Low	0	Low
125	Establish an ongoing Staff Mental Health and Wellbeing committee (rotating members) to sustain Action Plan	Workplace Environment		✓		Medium	0	Medium
126	Identify and address work environment issues that may negative affect team communication	Workplace Environment		✓	✓	Medium	0	Medium
127	Include a student and staff safety agenda item on each termly whole staff meeting	Workplace Environment			✓	Low	0	Low
128	Introduce an optional regular (weekly) staff exercise activity (ie. morning walk, lunchtime walk, afternoon yoga, …)	Workplace Environment			✓	Low	0	Low
129	Provide tailored professional learning opportunities (internal or external) for specific staff to address developmental needs	Workplace Environment		✓		Low	0 - $$	Low
130	Provide timelines and expectations for major school events	Workplace Environment		✓	✓	Low	0	Medium
131	Regularly seek input from staff as to how they like and are engaged in their work (performance reviews, team meetings, 1:1 conversations)	Workplace Environment		✓		Low	0	Low

#	Description	Category						
132	Remind staff to take sick leave when necessary	Workplace Environment	✓			Low	0	Medium
133	Review finish time for staff on non-meeting nights	Workplace Environment			✓	Low	0	Low
134	Review process for reporting workplace hazards, to include psychological as well as physical hazards	Workplace Environment	✓			Low	0	Low
135	Review Wellbeing Week – clarify purpose, roles, events and guidelines	Workplace Environment		✓	✓	Low	0	Low
136	School Leaders role-model supportive and open communication	Workplace Environment		✓		Low	0	Low
137	Set the expectation that staff must take their scheduled breaks (ie. Lunch breaks)	Workplace Environment	✓	✓		Low	0	Medium
138	Undertake a physical work health and safety audit across the campus	Workplace Environment	✓			Medium	0	Low
139	Apply fair and consistent consequences for behaviour that infringes the Code of Conduct policy	Workplace Justice		✓		Medium	0	Medium
140	Encourage and increase staff ownership of key policies by engaging staff at all levels of the school during development and review	Workplace Justice		✓		Medium	0	Medium
141	Introduce staff 'wellbeing representatives' to support the role of employee OH&S (physical and psychological)	Workplace Justice			✓	Medium	0	Low
142	Outline to staff the best way to communicate any perceptions they have as to unfair work practices so that they can be heard	Workplace Justice	✓	✓		Low	0	Low
143	Provide meeting schedules for the term ahead prior to the end of the previous term.	Workplace Justice		✓	✓	Low	0	Medium

#	Recommendation	Category	C1	C2	C3			
144	Provide several avenues for staff to provide feedback regarding the impact of any recent procedural changes	Workplace Justice		✓		Low	0	Low
145	Publish the key procedures that occur each time there is a job vacancy and ensure these key procedures are followed each and every time	Workplace Justice		✓		Low	0	Low
146	Review and update formal and informal confidential complaint handling processes	Workplace Justice	✓	✓		Low	0	Medium
147	Celebrate staff achievements (aim to do this in a way that is warmly received by the particular staff member)	Workplace Recognition		✓	✓	Low	0	Medium
148	Enable and recognise staff teamwork and collaboration	Workplace Recognition		✓	✓	Low	0	Medium
149	Executive team members prioritise the recognition and acknowledgement of individual and team efforts	Workplace Recognition		✓		Low	0	Low
150	Explore ways to assist students and parents to recognise and thank staff (ie. How is staff leaving communicated to families to allow for this?)	Workplace Recognition			✓	Low	0 - $	Low
151	Include all staff groups in special morning tea events (increase inclusivity)	Workplace Recognition		✓	✓	Low	$	Low
152	Introduce a formal process to recognise departing staff members to thank and celebrate their contribution and to wish them well	Workplace Recognition		✓		Low	0	Medium
153	Introduce a process to celebrate milestones of service	Workplace Recognition			✓	Low	0 - $	Low
154	Introduce termly 1:1 meetings with line managers and their direct reports to strengthen relationships and to provide greater feedback to staff	Workplace Recognition		✓	✓	High	0	Medium

155	Officially acknowledge College Support Staff annually	Workplace Recognition		✓	✓	Low	0	Low
156	Provide staff with a financial allowance for attending school camps	Workplace Recognition		✓		Low	$$	Low
157	Recognise and celebrate individual and team successes promptly, regularly and in a nuanced manner	Workplace Recognition			✓	Medium	0	Low
158	Team Leaders are encouraged to truly know their direct reports and this includes understanding what form of recognition and reward is most valued	Workplace Recognition		✓		Low	0	Low
159	Trial a new initiative each semester where students and/or parents are encouraged to express their gratitude for the efforts of teachers	Workplace Recognition			✓	Medium	0	Medium
160	Ensure staff feel supported when dealing with emotionally challenging situations, including PL for de-escalation strategies	Workplace Support		✓		Low	0	Medium
161	Establish a dedicated mentor for beginning and early career teachers to support growth in their profession	Workplace Support			✓	Medium	0	Medium
162	Establish a focus group to draft and circulate an email communications policy	Workplace Support		✓		Medium	0	Low
163	Establish a schedule where Executive Team members are available in the Staff Room on a roster during Recess to promote collaboration	Workplace Support		✓	✓	Low	0	Low
164	Establish effective colleague debriefing and mentoring structures	Workplace Support		✓	✓	Medium	0	Medium
165	Heads of Department to conduct a formal 30 minute 1:1 meeting with each direct report per semester, simply to listen, understand and support	Workplace Support		✓	✓	High	0	Medium

166	Include an agenda item in all faculty meetings for the upcoming year to identify peak stress times/issues for each subject area	Workplace Support		✓		Medium	0	Low
167	Inform staff of available additional assistance (human and financial resources) when staff are undertaking new or challenging tasks	Workplace Support		✓		Low	$ - $$$	Medium
168	Introduce Foodie Fridays to promote staff connection over lunchtime or afterschool	Workplace Support			✓	Low	0	Low
169	Middle Leaders to formally check-in with direct reports at least twice per term	Workplace Support		✓		Medium	0	Medium
170	Outline to staff access to mediation if experiencing workplace relationship conflict	Workplace Support	✓			Low	0 - $$$	Medium
171	Promote task enabling, where team members are considering how best to help colleagues perform their roles/tasks to the best of their ability	Workplace Support			✓	Low	0	Low
172	Provide feedback to line managers regarding their role-modelling of effective care-giving and support for their team members	Workplace Support		✓		Low	0	Medium
173	Provide opportunities for team leaders to share PD opportunities widely and recognise areas for development	Workplace Support		✓	✓	Low	0	Low
174	Provide staff with a list of strategies to choose from to support a range of organisational needs (eg. managing email, hours of communication, …)	Workplace Support			✓	Low	0	Low
175	Review processes regarding staff absences, illnesses, and covers – seeking input and feedback from staff members	Workplace Support	✓	✓		Medium	0	Medium
176	School Leaders demonstrate a commitment to staff psychological safety through regular reminders and addressing relevant issues	Workplace Support		✓	✓	Low	0	Low

177	Seek input from staff regarding any ways that improvements can be made to support diversity, equity, and inclusion	Workplace Support	✓	✓		Low	0	Medium
178	Senior Leadership team to raise presence and availability to staff (staff room, open door, greater accessibility)	Workplace Support		✓		Medium	0	Low
179	Staff to watch wellbeing e-Learning videos and then discuss in small team meetings, at least once per term	Workplace Support		✓		Medium	$	Low
180	Team leaders encouraged to regularly ask themselves 'What am I currently doing for my team to foster positive staff wellbeing?'	Workplace Support			✓	Low	0	Low
181	Team leaders to model check-ins with team members and encourage all staff to look-out for fellow colleagues	Workplace Support		✓	✓	Low	0	Low
	Summary Statistics of Item Bank:		**44**	**146**	**64**	**Low = 112 Med = 64 High = 5**	**0 = 151 0 - $$ = 10 $ - $$ = 5 0 - $ = 4**	**Low = 89 Med = 85 High = 7**

* Occupational Health and Safety (OHS), Human Resources (HR) and Health Promotion (HP).