



## **POLICY: EMPLOYEE ASSISTANCE PROGRAMME (EAP)**

*Manaakitia mai a tatou kura mahita, nga kaiarahi i a tatou tamariki, i nga mokopuna me te iwi.  
Look after our teachers, the counsellors of our children, grandchildren and the people.*

### **PURPOSE:**

1. To assist all staff who are dealing with difficulties or issues, whether at home or at work, by providing access to a confidential and professional counselling service through the Employee Assistance Programme (EAP).
2. To ensure the well being of our staff is cared for.

### **PROCEDURES:**

1. EAP is provided until the end of 2021 through the Ministry of Education alongside counselling support through the Catholic Social Services.
2. Engage the services of an external EAP provider prior to the end of 2021.
3. Provide information to ensure all staff are aware of the EAP services available to them and how contact can be made with the providers.
  - a. **Self Referral:** A staff member can self refer to EAP when they have issues they wish to discuss in private and confidential setting.
  - b. **Suggested Referral:** Although EAP is designed to encourage self-referral, there may be occasions where it becomes necessary for supervisors to assist staff by offering the option of EAP counselling to those who may need it. Other colleagues may become aware of developing situations where EAP could benefit fellow staff members and may suggest self-referral at an early stage, before a problem develops.
  - c. **Stella Maris Referral:** this may occur when work performance is affected and referral is recommended by the Principal or Associate Principal. In all instances details of conversations between employees and counsellors remain private and confidential.
4. The school will meet the cost of up to three EAP counselling sessions.
5. The EAP is open to all staff on a voluntary basis.
6. All discussions and records of involvement in the EAP will remain confidential with the exception of administrative requirements (e.g. leave records and medical certificates). All counselling information will remain confidential to the staff member and the counsellor unless the staff member gives written consent for its release.

7. General enquiries about EAP can be directed to the Principal or Associate Principals.

STELLA MARIS CATHOLIC PRIMARY SCHOOL - SILVERDALE, AUCKLAND

8. The EAP provider will provide services both during work time and out of school hours. The arrangements for taking time off during school hours will be made in agreement with the Principal in line with the current collective agreement.

**POLICY REVIEW DATE:**

This policy will be reviewed according to the Board's Effectiveness Review Programme.