WA HEALTH PROMOTING SCHOOLS ASSOCIATION (INC.)
Supporting Student Health
www.wahpsa.org.au

FACT SHEET:
Steps to Creating a Policy

A policy will:

- reassure families, students and school staff that health and wellbeing measures are in place
- provide an existent approach to school-based health activities for all members of the school community
- establish a framework for deciding what health activities your school will undertake
- assist your teachers to meet curriculum requirements and achieve better learning outcomes for their students
- introduce your students to enjoyable activities and programs that will contribute to their lifelong health and wellbeing.

Steps to creating a policy

1. Identify a group of interested people. This may be the development of a new team or the enhancement of an existing team/committee. Members may include administrators, teachers, students, canteen representatives, school nurse, parents and health professionals. Allocate a leader or coordinator.
2. Identify policy development process and school needs. Consider existing programs, priorities, available resources, compliance with mandated requirements and identify areas of improvement.
3. Adapt this health and wellbeing policy template to meet school needs. Gather input from the school and community if possible.
4. Build awareness and support. Keep decision makers such as administration and parent committees informed, as well as communicating to students, staff and the community.
5. Adopt and implement the policy.
6. Maintain, measure and evaluate. Review the policy annual and adapt as necessary.

Sample policies and templates

- Cancer Council WA: Guidelines for developing school health and wellbeing policy
- Department of Health: WA School Health Program Guide
- Department of Education: Whole school road safety and alcohol and other drugs education
    - DOE alcohol and other drugs
    - DOE road safety education

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