



Policy Statement

Kids Central, Inc. is committed to promoting staff wellness, preventing burnout, and fostering a supportive work environment. To support this commitment, Kids Central, Inc. will utilize a wellness screening tool as a wellness assessment tool to help identify staff support needs and inform program-wide and individual wellness strategies.

Purpose

The purpose of administering the screening is to:

- Assess levels of work-related stress and burnout among education and program staff;
- Identify trends and areas where additional supports, resources, or professional development may be beneficial;
- Strengthen staff well-being and retention through proactive, supportive interventions; and
- Support continuous improvement of organizational wellness practices.

The wellness screening is not used for disciplinary action, performance evaluation, or employment decisions.

Scope

This policy applies to all **Kids Central, Inc.** staff, including **Head Start** and **Early Head Start** education staff and other program personnel, as determined appropriate by the employer. The implementation of staff wellness activities, supports, and related initiatives — including the use of wellness assessments or interventions — shall be at the discretion of Kids Central, Inc., based on program needs, administrative determination, and the availability of funding.

Kids Central, Inc. may utilize the Maslach Burnout Inventory – Educators Survey (MBI-ES), a validated, evidence-based tool designed to measure the three components of burnout: emotional exhaustion, depersonalization, and personal accomplishment. However, Kids Central, Inc. reserves the right to implement any staff wellness or burnout screening tool deemed appropriate to meet program needs, ensure staff well-being, and align with available resources and funding.



Description of the MBI-ES

The Maslach Burnout Inventory – Educators Survey (MBI-ES) is a validated, evidence-based tool designed to measure three components of burnout:

- Emotional Exhaustion
- Depersonalization
- Personal Accomplishment

Results provide insight into workplace stressors and protective factors that can guide supportive responses at both the individual and organizational level.

Administration of the Survey

- The screening tool may be administered by Kids Central, Inc. as needed, including during periods of increased stress, organizational change, or as part of broader wellness initiatives.
- Administration may occur program-wide, by department, or on an individual basis, as determined by the employer.
- Staff will be informed of the purpose of the survey, how results will be used, and any available supports prior to administration.
- Participation expectations will be clearly communicated at the time of administration.

Confidentiality and Data Protection

- Individual screening responses will be handled with care and respect for staff privacy.
- Results will be maintained securely and accessed only by authorized personnel.
- When feasible, data will be reviewed in aggregate to identify trends rather than focusing on individual scores.
- Individual results may be discussed privately with the staff member for the purpose of offering voluntary supports or resources.
- Screening results will be reviewed by a qualified mental health practitioner to ensure appropriate interpretation and identification of potential support needs.



- Individual screening results will remain confidential and will only be shared with designated Kids Central administrative staff for the limited purpose of coordinating and implementing appropriate staff supports or wellness resources where needed.

Use of Results

MBI-ES results will be used to:

- Identify needed wellness supports, mental health resources, or workload adjustments;
- Inform training, reflective supervision, coaching, or mental health consultation;
- Guide program-wide wellness planning and staff support strategies; and
- Promote a culture of self-care, resilience, and shared responsibility for staff well-being.

Results will not be used as a measure of job performance or as a basis for corrective or adverse employment actions.

Staff Supports and Follow-Up

Based on survey findings, Kids Central, Inc. may offer or enhance supports such as:

- Access to mental health consultation or employee assistance resources;
- Reflective supervision or wellness check-ins;
- Professional development related to stress management and self-care;
- Programmatic or environmental adjustments when appropriate.

Roles and Responsibilities

- **Administration/Leadership:** Ensure appropriate administration of the MBI-ES, protect confidentiality, and allocate resources to address identified needs.
- **Supervisors:** Support staff participation, encourage open dialogue about wellness, and connect staff to available supports.
- **Staff:** Participate honestly in the survey and engage in offered supports as desired.

STAFF WELLNESS & BURNOUT PREVENTION POLICY



POLICY

Effective Date: 03/19/2026

Review and Updates

This policy will be reviewed periodically and updated as needed to align with best practices, staff needs, and organizational wellness goals.

Kids Central, Inc. affirms that staff wellness is essential to high-quality services for children and families, and the use of the MBI-ES is one component of a comprehensive, supportive approach to employee well-being.