



Washwood Heath
Multi Academy Trust

Employee Wellbeing Toolkit

Prepared by:	Director of People, WHMAT
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1. Role Description & FAQs - WHMAT Well-being & Engagement Champions

Wellbeing champions are employees, who choose or are chosen to focus on improving the **wellbeing** of their fellow colleagues & to help drive employee engagement.

The purpose of the champion role is to help implement and support wellbeing and staff engagement through raising awareness of wellbeing activities, promoting healthy lifestyles and positive mental health.

1. Support Head with analysing base academy survey results from annual staff employee engagement survey & formulating action plan (CEO for Core Team leads).
2. Seeking views from staff & feeding back to the People Matters team and/or CEO/Heads on staff wellbeing matters.
3. Chairing a minimum of termly base academy wellbeing committee meetings & following up necessary actions in a reasonable period.
4. Assisting with promotion of MAT-wide wellbeing initiatives e.g. Xmas party, cycle to work schemes.
5. Providing regular feed-back to staff on initiatives & updates with support from the People Matters team.

Requirements for the role

- An enthusiasm for, and interest in staff wellbeing
- Commitment to improving the working environment and supporting engagement
- Being approachable, collaborative and willing to help.
- A basic understanding of healthy lifestyles and health promotion.
- A willingness to attend a termly meeting at a WHMAT base academy on a rotating basis to share ideas and good practice on employee wellbeing.

FAQs

How much time will I have to give up?

We recognise that this will be in addition to your current role and we do not want being a wellbeing and engagement champion to impact negatively on you. You need to agree locally with your manager how this will work in practice, but we estimate that you may need to dedicate approximately 12-15 hours per academic year, but this may be more or less. Heads and Core Team Directors will ensure that meetings take place during working hours and give a time allowance for this important role. We don't require you to do set hours but we do need for relevant information & initiatives/updates to be shared with staff. You may also need to be prepared to answer questions colleagues may have. We believe the wellbeing champion role has the ability to change WHMAT life for the better and hope managers will support your engagement in the role.

How will being a wellbeing & engagement champion support my base academy?

Through being a Wellbeing Champion, you will help embed wellbeing at a base academy level & will benefit through more engagement around health and wellbeing matters. A wellbeing programme can improve employee health, both physical and mental as well as improving the culture of the working environment.

How long can I be a wellbeing & engagement champion for?

There is no time limit on how long you can be a champion for, though we would ask you to commit for at least an academic year for consistency purposes. We'll check in June to July, prior to the start of each academic year that you want to continue for the next academic year.

What happens if I want to stop being a wellbeing & engagement champion?

We recognise that our commitments and priorities change over time, you may move roles, leave WHMAT or there may be other reasons that make it difficult to commit to being a Wellbeing Champion. If you do find yourself unable to continue for whatever reason, please let your head of academy know so that they can discuss this with us.

What support will I get with the role?

WHMAT's People Matters team will support you with any queries or concerns that you may have. You will be invited to termly wellbeing network meetings, so you will be in contact with other champions across WHMAT. You can contact me, at any time either by email or telephone and I'll respond as soon as I can – mgabriel@whmat.academy.

Michelle Gabriel
Director of People

2. Terms of Reference – WHMAT’s Wellbeing Committee

Terms of Reference

1. Introduction

Each academy will hold a wellbeing committee meeting at least once per term in order to prioritise and discuss employee wellbeing matters (some academies may choose to meet more frequently). The committee will usually be chaired by a member of SLT within each academy and will be attended by wellbeing champions. A member of the People Matters team may also attend as a guest to support and advise on MAT-wide initiatives.

2. Functions

The purpose of this committee, as opposed to the termly WHMAT Wellbeing Steering Group, is to focus on academy-level wellbeing concerns, initiatives, ideas with the aims of improving outcomes for health and wellbeing.

The meeting should be used to debate employee wellbeing in an open manner, but the focus should be on agreeing actions to support and mitigate concerns raised where reasonably possible.

3. Agenda

A suggested agenda could include the following, although academies may want to cover other points:

1. Apologies
2. Review of minutes/actions from last meeting
3. Physical wellbeing
4. Psychological wellbeing
5. Financial wellbeing
6. Social wellbeing
7. Sickness data summary
8. Feedback from innovation/feedback boxes in staff rooms
9. WHMAT Steering Group
10. Feedback from Engagement Survey & Action Plan
11. AOB

4. Membership

SLT member (Chair)

Wellbeing Champions

Note-taker

Member of People Matters team

3. Terms of Reference - WHMAT's Wellbeing Steering Group

Terms of Reference

1. Introduction

This steering group will meet once per term at rotating WHMAT academies to discuss employee wellbeing matters. The group will comprise a member of the People Matters team and at least one Wellbeing Champion from each academy within WHMAT.

Regardless of this meeting, base academies are encouraged to hold their own wellbeing committee meetings at appropriate intervals.

2. Functions

1. The group will develop, monitor and review a workplace wellbeing strategy, with the aims of improving outcomes for health and wellbeing across WHMAT. Subject to budgets, this may include the creation of a Workplace Wellbeing Charter. The role of the Steering Group is to:
2. Promote positive health and wellbeing for staff across WHMAT
3. Develop a shared understanding of the concept of "workplace wellbeing" broken down by a) psychological wellbeing; b) physical wellbeing; c) financial wellbeing; and d) social wellbeing.
4. Developing a shared understanding of wellbeing initiatives and agreeing approaches for embedding these to ensure consistency
5. Identifying and prioritising actions and activities that will promote positive wellbeing amongst staff within the WHMAT Family.
6. Identifying perceived barriers to positive wellbeing in the workplace and developing strategies and ideas to minimise/overcome these.
7. Providing direction, guidance, support and networking opportunities for wellbeing champions to enable them to effectively promote workplace wellbeing.
8. Monitoring stress-related absence across the academies and ensuring that a consistent approach is being used to support affected colleagues
9. Ensuring effective communication is embedded within each academy to promote and embed wellbeing initiatives and work of the Steering Group.

3. Membership

Director of People, WHMAT and/or another member of the People Matters team

Primaries – Ideally 2 wellbeing champions from each academy (1 representing teachers, 1 for support staff).

Secondaries – Ideally 2 wellbeing champions from each academy (one representing support staff and 1 representing teachers).

A Head or another appropriate manager or core team director may attend in addition to or in place of a nominated wellbeing champion if their colleagues are unable to attend or there is no representative in place. The Head and/or functional Director shall nominate the representative in these circumstances, in consultation with the well-being champion.

External guests may attend to support the work of the Steering Group by invitation only.

4. Wellness Action Plan (WAP) - taken from leading mental health charity “Mind”

A WAP reminds us what we need to do to stay well at work and details what our line managers can do to better support us. It also helps us develop an awareness of our working style, stress triggers and responses, and enables us to communicate these to our manager. The information in this form will be held confidentially and regularly reviewed by you and your manager together. You only need to provide information that you are comfortable sharing and that relates to your role and workplace. This form is not a legal document but it can help you and your manager to agree, together, how to practically support you in your role and address any health needs.

It is WHMAT’s responsibility to ensure that data gathered in this form will be kept confidential and will not be shared with anyone without the permission of the member of staff. Certain circumstances may require confidentiality to be broken – refer to page 8 of the wellness action plan guide for employees more information on this.

1. What helps you stay mentally healthy at work?

(For example, taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to socialise with colleagues)

2. What can your manager do to proactively support you to stay mentally healthy at work?

(For example, regular feedback and check-ins, flexible working patterns, explaining wider organisational developments)

3. Are there any situations at work that can trigger poor mental health for you?

(For example, conflict at work, organisational change, tight deadlines, something not going to plan)

4. How might experiencing poor mental health impact on your work?

(For example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches, IBS starts)

5. Are there any early warning signs that we might notice when you are starting to experience poor mental health?

(For example, changes in normal working patterns, withdrawing from colleagues)

6. What support could be put in place to minimise triggers or help you to manage the impact?

(For example, extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)

7. Are there elements of your individual working style or temperament that it is worth your manager being aware of?

(For example, a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor for questions you might not want to bother your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear deadlines if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon)

8. If we notice early warning signs that you are experiencing poor mental health – what should we do?

(For example, talk to you discreetly about it, contact someone that you have asked to be contacted)

9. What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them?

(For example, you might like to take a break from your desk and go for a short walk, or ask your line manager for support)

10. Is there anything else that you would like to share?

EMPLOYEE SIGNATURE	
DATE	
LINE MANAGER SIGNATURE	
DATE	
DATE TO BE REVIEWED	

5. Five ways to wellbeing (taken from leading mental health charity's website – "Mind")

The following steps have been researched and developed by the [New Economics Foundation](#) and are proven to assist with positive employee wellbeing.

1. Connect

There is strong evidence that indicates that feeling close to, and valued by, other people is a fundamental human need and one that contributes to functioning well in the world. It's clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages. With this in mind, try to do something different today and make a connection.

- Talk to someone instead of sending an email
- Speak to someone new
- Ask how someone's weekend was and really listen when they tell you
- Put five minutes aside to find out how someone really is
- Give a colleague a lift to work or share the journey home with them.

2. Be active

Regular physical activity is associated with lower rates of depression and anxiety across all age groups. Exercise is essential for slowing age-related cognitive decline and for promoting well-being. But it doesn't need to be particularly intense for you to feel good - slower-paced activities, such as walking, can have the benefit of encouraging social interactions as well providing some level of exercise. Today, why not get physical? Here are a few ideas:

- Take the stairs not the lift
- Go for a walk at lunchtime
- Walk into work - perhaps with a colleague – so you can 'connect' as well
- Get off the bus one stop earlier than usual and walk the final part of your journey to work
- Organise a work sporting activity
- Have a kick-about in a local park
- Do some 'easy exercise', like stretching, before you leave for work in the morning
- Walk to someone's desk instead of calling or emailing.

3. Take notice

Reminding yourself to 'take notice' can strengthen and broaden awareness.

Studies have shown that being aware of what is taking place in the present directly enhances your well-being and savouring 'the moment' can help to reaffirm your life priorities. Heightened awareness also enhances your self-understanding and allows you to make positive choices based on your own values and motivations. Take some time to enjoy the moment and the environment around you. Here are a few ideas:

- Get a plant for your workspace
- Have a 'clear the clutter' day

- Take notice of how your colleagues are feeling or acting
- Take a different route on your journey to or from work
- Visit a new place for lunch.

4. Learn

Continued learning through life enhances self-esteem and encourages social interaction and a more active life. Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression.

The practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of wellbeing. Why not learn something new today? Here are a few more ideas:

- Find out something about your colleagues
- Sign up for a class
- Read the news or a book
- Set up a book club
- Do a crossword or Sudoku
- Research something you've always wondered about
- Learn a new word.

5. Give

Participation in social and community life has attracted a lot of attention in the field of wellbeing research. Individuals who report a greater interest in helping others are more likely to rate themselves as happy. Research into actions for promoting happiness has shown that committing an act of kindness once a week over a six-week period is associated with an increase in wellbeing.

6. Wellbeing Check-In Template

To be used by line managers and employees during well-being check-ins or even if wellbeing is 1 aspect of the agenda for that check-in.

If line managers or employees have questions or concerns following the wellbeing check-in, they should contact peoplematters@whmat.aacdey. If there is an urgent issue that is raised during this conversation, please also alert an appropriate member of SLT or your core team director

Action by staff member: Please complete this template and have a conversation with your manager in your wellbeing 1-2-1.

Name:

Date:

1. Employee's health and wellbeing

- How are things currently?
- On a scale of 1-10 (with 1 being terrible and 10 being excellent), how are you feeling?
- As your manager, what 1 thing might you be able to do to help them score 1 point higher?
- How is life at home?
- How is access to technology?
- Are they managing to achieve a work-life balance?
- Are they taking time out to do things that make them happy?
- Do they feel socially connected – with team and/or with non-work contacts?
- Agree any actions to support employee's health and wellbeing.

Comments...

2. Employee's Role

- How is workload currently?
- Are they clear on their priorities for the next fortnight/month/rest of term?
- Is there anything regarding their role or work that they require support with?
- What are they finding positive about working from home or coming into work?
- Agree any support they may need from their manager or colleagues and agree actions with timelines for supporting.
- When will the next wellbeing check-in take place?
- Any questions

Comments

7. Further contacts

If you are looking for more in-depth support or advice and don't know where to go, these organisations may help.

Mental Health

Mind: www.mind.org.uk 0300 123 3393 – leading mental health charity

<https://www.mind.org.uk/information-support/tips-for-everyday-living/wellbeing/wellbeing/>

www.actionforhappiness.org

www.time-to-change.org.uk

www.mentalhealth.org.uk

www.rethink.org

www.headstogether.org.uk

Samaritans - Offering emotional support 24 hours a day, in full confidence
www.samaritans.org or call 116 123

www.mentalhealth-uk.org

LGBTIQ + mental health

Gives information about mental health support for people who are lesbian, gay, bisexual, trans or intersex:

Albert Kennedy Trust

akt.org.uk

Supports LGBTQ people aged 16-25 who are homeless or living in a hostile environment.

Gender Identity Research & Education Society (GIRES)

gires.org.uk

Works to improve the lives of trans and gender non-conforming people of all ages, including those who are non-binary and non-gender.

Imaan

info@imaan.org.uk

Supports LGBTQ Muslims and their friends and family.

LGBT Foundation

[0345 3 30 30 30](http://03453303030)

lgbt.foundation

Advice, support and information for people identifying as LGBTQ+.

LGBT HERO

lgbthero.org.uk

Health equality and rights organisation for LGBTQ+ people.

MindLine Trans+

[0300 330 5468](tel:03003305468)

bristolmind.org.uk/help-and-counselling/mindline-transplus/

Free, confidential listening service for people identifying as trans or non-binary, and their friends and families.

MindOut

mindout.org.uk

Mental health service run by and for LGBTQ+ people.

Pink Therapy

pinktherapy.com

Online directory of qualified therapists who identify as or are understanding of minority sexual and gender identities.

Stonewall

[08000 50 20 20](tel:0800502020)

stonewall.org.uk

Information and advice for LGBT people on a range of issues.

Switchboard

[0300 330 0630](tel:03003300630)

switchboard.lgbt

Listening services, information and support for people who are LGBTQ+.

Disability

Remploy: <https://www.remploy.co.uk/> 0300 456 8114 – advice regarding disability in the workplace

Scope

[0808 800 3333](tel:08088003333)

scope.org.uk

Provides practical information and emotional support for disabled people.

Bereavement

Bereaved Through Alcohol and Drugs (BEAD)

beadproject.org.uk

Information and support for anyone bereaved through drug or alcohol use.

Blue Cross

bluecross.org.uk

Animal charity that helps sick, injured and homeless pets.

Child Bereavement UK

[0800 028 8840](tel:08000288840)

childbereavementuk.org

Support when a baby or child of any age is dying, or a child is facing bereavement.

The Compassionate Friends

[0345 123 2304](tel:03451232304)

tcf.org.uk

Provides support to bereaved families after the death of a child.

Cruse Bereavement Care

[0808 808 1677](tel:08088081677)

cruse.org.uk

Information and support after a bereavement.

Dying Matters

dyingmatters.org

Coalition of individual and organisational members across England and Wales, aiming to help people talk more openly about dying, death and bereavement, and to make plans for the end of life.

Mood Diaries

medhelp.org/land/mood-tracker

moodscope.com

moodchart.org

moodpanda.com

Some examples of mood diaries – many more are available. Mind doesn't endorse any particular one.

Moodjuice

moodjuice.scot.nhs.uk

Online self-help guides on topics including depression, anxiety and stress.

Sands

[0808 164 3332](tel:08081643332)

sands.org.uk

Information and support for anyone affected by the death of a baby.

Survivors of Bereavement by Suicide (SOBS)

[0300 111 5065](tel:03001115065)

uk-sobs.org.uk

Emotional and practical support and local groups for anyone bereaved or affected by suicide.

Widowed and Young (WAY)

widowedandyoung.org.uk

Offers a peer-to-peer support network to anyone who was aged 50 or under when their partner died.

Financial Wellbeing

Mind's Infoline: [0300 123 3393](tel:03001233393) or email: info@mind.org.uk

Education Support Partnership's helpline or email for financial grant – applies to all staff working in education on 020 7697 2772 or email grantscaseworker@edsupport.org.uk to see if they are eligible for a grant – see further guidance at <https://www.educationsupport.org.uk/helping-you/apply-grant>.

The Trussell Trust

trusselltrust.org

Emergency food and support for people in need. Includes a searchable list of local foodbanks.

Turn2Us

turn2us.org.uk

Helps people in financial difficulty to access benefits, grants and support services.

General Advice

<https://www.citizensadvice.org.uk/>

Lifestyle Support

Alcoholics Anonymous (AA)

[0800 9177 650](tel:08009177650)

alcoholics-anonymous.org.uk

Help and support for anyone with alcohol problems.

FRANK

[0300 123 6600](tel:03001236600)

talktofrank.com

Confidential advice and information about drugs, their effects and the law.

Gamblers Anonymous

gamblersanonymous.org.uk

Support groups for anyone wanting to stop gambling.

Gamcare

[0808 8020 133](tel:08088020133)

gamcare.org.uk

Information and support for people wanting to stop gambling, including a helpline and online forum.

<https://www.nhs.uk/conditions/> - A-Z of health issues from the NHS

National Association for Children of Alcoholics

[0800 358 3456](tel:08003583456)

nacoa.org.uk

Provides information, advice and support for everyone affected by a parent's drinking, including adults.

Narcotics Anonymous

[0300 999 1212](tel:03009991212)

ukna.org

Support for anyone who wants to stop using drugs.

Release

[020 7324 2989](tel:02073242989)

release.org.uk

National charity that gives free and confidential advice about drugs and the law.

Sex and Love Addicts Anonymous

[020 7293 0994](tel:02072930994)

slaauk.org

Support groups for people with sex and love addictions.

NHS Smokefree

nhs.uk/smokefree

NHS information and advice to help stop smoking.

Turning Point

turning-point.co.uk

Provides health and social care services for people with drug, alcohol and mental health problems.

Relationship Problems

<https://www.relate.org.uk/>

8. Self-Care Infographic – Dr. Karen Treisman – Safe Hands and Thinking Minds

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