



Putting families at the centre

Mental Health & Wellbeing Policy

This policy was adopted by Honeycroft's Board of Trustees on June 2022

This policy is due for review on July 2023

Guiding principles

Honeycroft strives to create a workplace culture that promotes and supports the health and wellbeing of all staff, volunteers and students. We have a duty of care to look after the health and safety of employees, including their mental health and wellbeing. Promoting and protecting staff wellbeing in the workplace is important to us and we understand there can be many factors that influence it. Every member of staff plays a part in improving wellbeing for all at Honeycroft.

This workplace mental health and wellbeing policy covers the following areas:

1. Promoting mental wellbeing by:

- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health

2. Encouraging physical health by:

- Promoting physical activity
- Supporting a healthy, balanced diet in the workplace
- Encouraging staff to drink water throughout the day

3. Offering support to management by:

- Equipping managers with the skills to implement this policy
- Raising awareness of mental and physical wellbeing across the centre

4. Offering support to employees by:

- Creating a culture that supports the wellbeing of all employees
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health

5. Encouraging self-care by:

- Raising any issues or concerns as soon as they arise
- Seeking help from a line manager
- The Five Ways to Wellbeing

6. Supporting the mental health and wellbeing of children in our care and their families by:

- Ensuring a well-considered Keyworker practise
- Implementing our emotional coaching approach and sharing any resources with families

Mental Health and Wellbeing in practise

1. Promoting mental wellbeing to create a supportive workplace culture, that tackles factors that may have a negative impact on mental health by all staff, volunteers and students;

- a) have clear job descriptions, objectives and responsibilities at time of appointment and complete a full induction and receive the training required to do their job well
- b) complete a Medical form to initiate a conversation about any health issues that need to be taken into consideration, including previous mental health conditions
- c) have access to the mental health and wellbeing policy as part of their induction pack
- d) access to managers who have the right skills to support staff and deal with any mental health and wellbeing concerns in a non-judgemental way
- e) provide ways for staff to support their own mental wellbeing
- f) are supported to work flexible hours, wherever possible, to enable them to balance their work with other life commitments
- g) understand that no form of bullying, harassment, racism or discrimination is tolerated and any conflict or concerns are dealt with quickly
- h) are encouraged to support good communication between managers, staff and teams and regular supervision providing opportunities to share any issues or concerns
- i) take part in biannual questionnaires looking at how working conditions and the organisation's policies are having an effect on staff motivation / mental health and wellbeing the results are used to help inform development of any new practices
- j) who have been on long term sickness absence, ensure a gradual return to work with support at each stage

2. Physical activity and Healthy eating to raise awareness of the importance for managing stress and maintaining mental wellbeing all staff;

- a) receive information on the ways that physical activity can help manage stress and back pain, as well as improving mental alertness and concentration
- b) have access to the UK's Cycle to Work Scheme
- c) know that our Food Supervisor is our healthy-eating champion and is available to provide advice about health eating and its benefits
- d) have access to food storage and preparation areas for lunchtime meal

3. Offering support to management to enable them to raise awareness of mental and physical wellbeing across the centre by;

- a) sharing consistent wellbeing messaging
- b) supporting self-care practices and encourage staff to come up with their own suggestions
- c) modelling and reinforcing the emotional coaching approach with adult's behaviour to themselves and each other
- d) allowing for increased flexibility wherever possible
- e) considering emotional health initiatives and ways to introduce them to the team
- f) keeping everyone connected with regular updates and sharing information

4. Offering support to employees to enable a culture that supports the wellbeing of all employees by:

- a) encouraging talking about mental health to help break any stigmas

- b) showing that colleagues are part of a team and are there for each other through both words and actions
- c) asking people how they're doing, following up with any concerns to line manager
- d) ensuring breaks take place as planned and staff get full allocation
- e) offering social activities to help team members connect

5. Encouraging self-care. All staff are responsible for implementing the policy, including, raising any issues or concerns, and seeking help from a line manager. Suggestions to support staff to stay centred and strong include;

- Go for a walk during a break to clear your mind
- Listen to a focus playlist or calming music during a break or on the way to work
- Practice meditation (even if it's only for 5 minutes)
- Make daily movement part of your routine
- Set boundaries between work and personal life ensuring regular time for self-care
- Practice mindful breathing
- Make lists to help you stay focused and clear
- Let your line manager or colleagues know if you feel overwhelmed

The Five Ways to Wellbeing are a set of evidence-based public mental health messages aimed at improving the mental health and wellbeing of everyone.

CONNECT - social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages.

BE ACTIVE - Regular physical activity is associated with lower rates of depression and anxiety across all age groups.

TAKE NOTICE - 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.

LEARN - practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of wellbeing.

GIVE - 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. Supporting the mental health and wellbeing of children in our care and their families by

- ensuring a well-considered Keyworker approach with regular updates
- ensuring consistent clear routines and expectations
- delivering a sympathetic and well considered curriculum that supports social and emotional learning and which helps to develop their language to build good foundations for their emotional development, wellbeing and mental health
- giving care and love, being sympathetic to their upset or distress and sharing with parent / carers as appropriate
- embedding the emotional coaching approach to support regulating feelings and ensuring it is also modelled and reinforced by adult's behaviour to themselves and each other

Resources for staff

Taking care of yourself

Mind provide advice and support to empower anyone experiencing a mental health problem. Here are some useful resources to support you in the work place. More broader mental health advice and information can be found here: <https://www.mind.org.uk/>

Mind's services

- Helplines – <https://www.mind.org.uk/information-support/helplines/>
- Local Minds – <https://www.mind.org.uk/about-us/local-minds/>
- Side by Side – <https://www.mind.org.uk/information-support/side-by-side-our-online-community/>

Mind Resources

Top tips for staying well at work - <https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/tips-for-employees/>

Information and advice - <https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/information-and-advice/>

Wellness Actions Plans - <https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/guide-to-wellness-action-plans-employees/>

How to manage stress - <https://www.mind.org.uk/information-support/types-of-mental-health-problems/stress/dealing-with-pressure/>

Other support organisations

Rethink Mental Illness - Provides support and information for anyone affected by mental health problems, including local support groups.

0300 5000 927

www.rethink.org

Stress Management Society - Information about stress and tips on how to cope.

www.stress.org.uk

Resources for supporting the mental health and wellbeing of children and their families.

Early Years in Mind is a free online network for early years' practitioners that provides easy to read and easy to use guidance on supporting the mental health and wellbeing of babies, young children and their families.

<https://www.annafreud.org/early-years/early-years-in-mind/>