

<b>Policy</b>	<b>Mental Health and Wellbeing (Staff) Policy – HR 58</b>
<b>Manager responsible</b>	Director of HR & Estates
<b>Date first implemented</b>	May 2019
<b>Date last reviewed</b>	August 2023
<b>Date of next review</b>	August 2025
<b>Date Governor approved</b>	July 2019
<b>Associated documents</b>	Colleague Wellbeing Handbook Health and Safety Policy Stress Policy Alcohol and Substance Misuse Policy Staff Recognition Policy Fun Fund Policy Internal Communication Strategy Absence Management Policy Capability and Performance Management Policy and Procedure Bullying and Harassment Policy
<b>Initial reviewing body</b>	Senior Leadership Team
<b>Final approval body</b>	Resources & Business Committee
<b>Published on website</b>	Yes

<b>Purpose</b>	The purpose of this policy is to outline the commitment that Derwen College has in promoting the health and wellbeing of its colleagues.
<b>Scope</b>	This policy applies to all individuals working at Derwen College including all staff, governors, casual workers, agency staff, and volunteers.
<b>Equality &amp; Diversity</b>	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i> <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

Derwen College is committed to ensuring the positive mental health and wellbeing of all its colleagues. It is recognised that work has an impact on mental and physical health, and where possible, we are dedicated to making this impact a positive one.

Our college aim is to:

- Create a great place to work, where colleagues can develop their skills and expertise, whilst the college actively supports their mental health and wellbeing
- Create an environment to enhance the physical and emotional wellbeing of all colleagues
- Ensure colleagues feel recognised and appreciated for the great work they do
- Increase mental health awareness amongst all colleagues, so that meaningful conversations can take place and effective support can be provided
- Improve engagement and overall colleague morale
- Keep up to date and relevant our Colleague Wellbeing Handbook

Our aim will be achieved by:

- Ensuring that positive mental health and wellbeing is embedded into our policies and practices
- Ensuring that our environment supports positive mental health and wellbeing, and that positive mental health & wellbeing forms an integral part in the role of managers' training and our organisational development
- Ensuring the health, safety and overall wellbeing of our colleagues is actively promoted whilst at work
- Addressing mental health by reducing stigma, offering support and providing effective information, advice and guidance
- Adopting a preventative approach, with a wide range of proactive support mechanisms to effectively manage absence and performance
- Looking holistically at how the College can support colleagues with their health & wellbeing

### **Responsibilities for Implementing this Policy**

#### **Senior managers will:**

- Develop a culture of co-operation, trust and mutual respect within the college
- Champion good management practices
- Promote effective communication
- Implement initiatives and events that promote positive mental health and wellbeing
- Commit to providing adequate resources support positive mental health and wellbeing

#### **Managers and Supervisors will:**

- Treat colleagues with consideration and dignity, and will promote a culture of mutual respect
- Ensure colleagues maintain a reasonable work life balance
- Encourage their teams to participate in events and initiatives provided by the College to promote positive mental health and wellbeing
- Attend training (as appropriate) in order to increase their awareness of mental health and wellbeing
- Ensure that risk assessments are undertaken for roles or working practices that may have an adverse effect on mental health and wellbeing

- Ensure there are opportunities for individuals to raise concerns about any element of their work
- Not permit unacceptable behaviour or performance and take decisive action when things are brought to their attention
- Seek advice from HR to support and manage, where possible, factors affecting wellbeing

## **Colleagues will:**

- Treat all persons with consideration, respect and dignity
- Co-operate with the College's efforts to implement the mental health and wellbeing policy by attending events, training, and raising their own awareness
- Raise concerns with their manager if they feel that there are work issues that are causing them stress and having a negative impact on their wellbeing
- Take responsibility for their own health and wellbeing by making healthy lifestyle choices
- Take responsibility for working effectively in their own job roles, therefore helping to avoid causing stress to their colleagues

## **Human Resources will:**

- Provide information, advice and guidance on all matters related to mental health and wellbeing
- Ensure there are suitable arrangements in place to support individuals experiencing episodes of poor mental health
- Develop relevant policies and procedures and arrange events with a view to promoting positive mental health and wellbeing
- Collate information which will enable the College to measure its performance in relation to staff wellbeing, such as:
  - Sickness absence data
  - Staff turnover
  - Staff engagement indicators
- Review the Mental Health and Wellbeing Policy to ensure it remains relevant

## **Mental Health Lead will:**

- Will oversee the whole-college approach to mental health
- Sustain and continually improve the colleges approach to mental health
- Build strong links with appropriate local services
- Monitor the impact of their approach to the college

## **Mental Health First Aiders will:**

- Recognise those that may be experiencing poor mental health and provide them with first-level support and early intervention
- Provide encouragement to access sources of professional help and other supports
- Practise active listening and empathy
- Have a conversation with improved mental health literacy around language and stigma
- Practise self-care

Further details on the colleges health and wellbeing initiatives can be found in the Colleague Wellbeing Handbook, a copy of which can be obtained from HR.