

CCF Wellbeing Policy



Agreed by CCF Trustees, 28/7/22

based on St John Ambulance [‘Creating a workplace wellbeing policy’](#)

Updated 19 December 2022

CCF Mental Health and Wellbeing Policy applies to CCF staff and long-term volunteers, including trustees, and covers the following areas:

- Mental wellbeing
- Physical wellbeing
- Management and leadership
- Support for employees
- Employment for those with mental health issues and disabilities

Aim of the policy

- To create a workplace culture that promotes and supports the health and wellbeing of all staff
- To adapt working arrangements to support staff and volunteers when health problems arise and to enable their productive work, if possible.
- To support staff in regular physical exercise & healthy eating choices

Objectives

1. Mental wellbeing

- a) **To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff**

Policy actions:

1. Appoint a wellbeing lead to work with managers to oversee the workplace health and wellbeing policy, as well as monitoring its effectiveness .
2. Give employees information on mental health issues to help raise awareness
3. Deliver non-judgemental support to any staff member experiencing a mental health issue
4. Ensure managers have a resource pack to identify and manage mental health issues
5. Offer opportunities for mental health first aider training for CCF personnel if desired. (As a CHARITY CCF can access this free of charge through Cambridge and Peterborough Training (a two-day course).
6. Offer employees flexible working hours

7. **Set and review realistic targets and deadlines for staff to prevent stress and long working hours**
8. Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
9. **Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well**
10. Ensure good communication between managers, staff and teams

b) To provide support and guidance for any member of staff experiencing mental health issues

1. Check how working conditions and the organisation's policies are having an effect on mental health
2. Ensure staff members with mental health issues are treated fairly and without judgement
3. Encourage staff to talk to a mental health first aider, a counsellor or GP.
4. If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage
5. Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

c) To encourage the employment of people who have experienced mental ill health or have disabilities

1. Show a positive attitude to employees and job applicants with mental health issues and disabilities, including having positive statements in recruitment literature
2. Ensure that all staff involved in the recruitment process are aware of mental health issues, disabilities and the Disability Discrimination Act
3. Do not assume that those with a mental health issue or disability will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
4. Ensure that line managers have clear guidelines on how to manage mental health in the workplace

d) To recognise that workplace stress is a health and safety issue

1. Identify workplace stress factors/scenarios and carry out risk assessments of CCF, using the [CCF Stress, Mental Health Risk Assessment](#).
2. Provide training in good management practices
3. Provide resources to help managers implement the company's workplace mental health and wellbeing policy. Resources available through MIND (<https://www.mind.org.uk/>)
4. Provide support for staff suffering from mental health issue to create a Wellness Action Plan as a step towards self-management
5. Provide information on suitable counselling services operating in the charity sector e.g. Cogwheel, or a qualified mental health first aider – CCF will support an initial consultation.

2. Physical activity & healthy eating

a) Normalise healthy eating

1. Induct staff and office volunteers into local healthy food options

b) Encourage physical activity, eg:

1. Encourage everyone to take a lunchbreak away from their desks
2. Keep moving and to walk or run at lunchtime
3. Ensure CCF workstations are ergonomic and well-adjusted
4. Provide details on the UK's Cycle to Work Scheme
5. Periodically ask if there are if there are other ways CCF can support physical health

Communication

All employees will be made aware of the workplace mental health and wellbeing policy - and the resources that are available to them.

The CCF wellbeing policy will be included in the employee handbook, as well as in induction packs. All staff will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a line manager, or a mental health first aider.

A wellbeing lead or team will be established who will ensure the policy is appropriate and effective and that actions are implemented.

Reviewing and monitoring

The wellbeing lead will be responsible for reviewing the workplace health and wellbeing policy, as well as monitoring its effectiveness.

The policy's effectiveness can be measured through:

1. Feedback from staff:
 - a. Noting problems or suggestions whenever they arise
 - b. In staff appraisals, at least annually
 - c. An optional online 'stress-dial' to indicate how each day goes
2. A [mental health and wellbeing at work risk assessment](#).

3. Staff sickness, absenteeism and turnover levels
4. Exit interviews
5. Staff complaints or referrals
6. Evaluation by CCF's wellbeing lead

To ensure it stays relevant, the policy will be reviewed six months after the policy start date, then every year after that.