Mental Health and Wellbeing Policy

| Version 2.0 |

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Version 2.0 Summary of Changes

Key updates within Version 2.0 include:

- Addition of a new Relevant Legislation section.
- Inclusion of Data Protection Act 2018 and UK GDPR requirements.
- Introduction of a Safeguarding and Mental Health Concerns section.
- Enhanced confidentiality and record management requirements.
- Addition of Early Identification and Intervention measures.
- Clarification of the role of Mental Health First Aiders.
- Expanded guidance on reasonable adjustments.
- Introduction of a Managing Work-Related Stress section.
- Updated governance details, review dates and document ownership.

1. Introduction

1.1 Staff Power Training *(SPT)* is committed to fostering a learning and working environment that promotes and protects the positive mental health and wellbeing of all its learners, staff, and visitors. SPT recognises that mental health is as important as physical health and that it exists on a spectrum. Everyone can experience challenges with their mental wellbeing at any time.

1.2 This policy has been developed to provide a clear framework for how SPT, as a training provider, will support the mental health of our community. Its purpose is to reduce stigma, increase awareness, and ensure that appropriate support is available to those who need it, creating an environment where everyone feels safe, valued, and empowered to thrive.

2. Relevant Legislation

This policy operates in conjunction with:

- Equality Act 2010
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999
- Data Protection Act 2018
- UK GDPR
- Safeguarding Vulnerable Groups Act 2006
- Children Act 1989 and Children Act 2004 (where appropriate)
- Keeping Children Safe in Education (where applicable)

3. Scope

This policy applies to all individuals involved with SPT, including:

- *All full-time, part-time, and contracted staff.*
- *All learners, including apprentices, full-time learners, and those on short courses.*
- *Volunteers and placement students.*
- *Visitors to our premises.*

4. Definition of stress

HSE defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

5. Aims of the Policy

Our key aims are to:

- *Promote a culture of positive wellbeing where mental health can be openly and safely discussed.*

- *Increase understanding and awareness of mental health issues among all staff and learners.*
- *Challenge the stigma and discrimination associated with mental ill-health.*
- *Empower staff and learners to take responsibility for their own wellbeing and the wellbeing of others.*
- *Provide clear pathways to timely and effective support for individuals experiencing mental health difficulties.*
- *Ensure our practices and procedures are inclusive and consider the mental health needs of our community.*
- *Comply with relevant legislation, including the Equality Act 2010 and the Health and Safety at Work etc. Act 1974.*

6. The Management Standards

6.1 The management standards cover six key areas of work design that, if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. In other words, the Standards cover the primary sources of stress at work.

- **Demands**
  Includes issues such as workload, work patterns and the work environment.
- **Control**
  How much say do the people have over the way they work?
- **Support**
  Includes encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **Relationships**
  Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **Role**
  Do people understand their role within the organisation and does the organisation ensure roles are not conflicting?
- **Change**
  How is organisational change (large and small) managed and communicated?

6.2 For each Standard SPT will aim to put systems in place locally to respond to any individual concerns. These standards are aspirational and define a desirable set of conditions for SPT to work towards.

6.3 For more details about the Management Standards see the following HSE guidance: https://www.hse.gov.uk/pubns/wbk01.pdf

7. Roles and Responsibilities

7.1 Management and Leadership Team will:

- *Champion this policy and lead by example in promoting a culture of positive wellbeing.*

- *Ensure sufficient resources are allocated for mental health support and training.*
- *Appoint and support designated Mental Health First Aiders.*
- *Regularly review the effectiveness of this policy and related procedures.*

7.2 All Staff *(Trainers, Assessors, Support Staff)* will:

- *Actively foster a supportive, inclusive, and positive learning environment.*
- *Undertake relevant mental health awareness training.*
- *Be aware of the signs of mental distress and know the procedures for raising concerns.*
- *Signpost learners to appropriate internal and external support services.*
- *Model healthy behaviours and look after their own wellbeing.*

7.3 Learners will be encouraged to:

- *Take responsibility for their own mental wellbeing.*
- *Be open about their needs, where comfortable, and seek support when required.*
- *Show respect and support for peers who may be experiencing mental health difficulties.*
- *Familiarise themselves with the support available.*

8. Confidentiality

8.1 SPT are committed to maintaining the confidentiality of all individuals. Information regarding a person's mental health will be treated with sensitivity and respect.

8.2 Information will only be shared on a "need-to-know" basis with the individual's consent, unless there is a significant risk of harm to the individual or others. In such cases, we will follow our established safeguarding procedures.

8.3 Information relating to an individual's mental health will be managed in accordance with the Data Protection Act 2018 and UK GDPR. Records will be stored securely and access restricted to authorised personnel with a legitimate need to know.

9. Safeguarding and Mental Health Concerns

9.1 SPT recognises that mental health concerns can sometimes become safeguarding concerns. Any concerns regarding an individual's safety, wellbeing, or risk of harm will be managed in accordance with the organisation's Safeguarding Policy and Procedures.

10. Policy in Practice

10.1 Promoting Positive Wellbeing:

- *SPT will embed wellbeing into the curriculum and daily activities.*
- *SPT will provide information and resources on topics such as stress management, resilience, and maintaining a healthy work-life balance.*
- *SPT will organise awareness campaigns and events, such as for World Mental Health Day.*

10.2 Support for Individuals – Early Identification and Intervention:

- SPT encourages staff and learners to seek support at the earliest opportunity.
- Regular wellbeing discussions and reviews may be used to identify emerging concerns.
- Staff should remain alert to indicators of emotional distress and provide appropriate support and signposting.

10.3 Support for Individuals – Mental Health First Aid:

- Mental Health First Aid: *SPT will have trained Mental Health First Aiders (MHFAs) who act as a first point of contact for anyone experiencing mental distress. Mental Health First Aiders are not clinicians, counsellors or therapists. Their role is to provide initial support, signposting and encouragement to access appropriate professional services.*

10.4 Support for Individuals - Internal Support:

- *Learners can speak to their tutor/assessor, a member of the safeguarding team, or an MHFA.*

10.5 Support for Individuals - Reasonable Adjustments:

- *SPT will make reasonable adjustments for learners with diagnosed mental health conditions, in line with the Equality Act 2010.* Adjustments may include amendments to learning activities, assessment arrangements, placement activities, attendance patterns or additional pastoral support where appropriate.

11.Managing Work Related Stress

SPT is committed to reducing and managing work-related stress. Staff who feel that work-related stress is affecting their health or wellbeing are encouraged to raise concerns with their line manager at the earliest opportunity. Managers will work collaboratively with staff to identify potential causes of stress and explore appropriate support measures. These may include review of workloads, working practices, wellbeing support, additional supervision, or temporary adjustments where appropriate. Where required, stress risk assessments may be undertaken to identify and manage work-related stressors and to support employee wellbeing.

12. Stress Indicator Tool (SIT)

SPT aims to use the HSE The Stress Indicator Tool to gather data anonymously from employees, which can be used in the risk assessment element of HSE's Management Standards approach. Obtaining and understanding this information helps identify areas to improve to prevent and manage work-related stress. The report then summarises the views and experiences of employees and provides recommendations for future improvements.

13.Signposting and External Support

SPT recognises the vital role of local services. Staff and learners will be provided with up-to-date information on where to seek external support.

14.Policy Review

This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any incidents.