

Brownlow Fold Wellness Action Plan (WAPs)



Developing a Wellness Action Plan (WAP) will help staff at Brownlow Fold to actively support their own mental health by reflecting on the causes of stress and poor mental health, and by taking ownership of practical steps to help address these triggers. This process will also support school leaders to open up dialogue with staff, understand their needs and experiences and ultimately better support their mental health. The WAP is inspired by Mary Ellen Copeland's Wellness Recovery Action Plan (WRAP): an evidence-based system used worldwide by people to manage their mental health. We all need to support our mental health at work so by planning in advance, we aim to ensure that everyone receives the support they need when they need it.

School will work together with staff to develop a personal action plan to proactively manage their mental health. This allows staff at Brownlow Fold to plan in advance and develop tailored support for a time when they may not be coping so well. It also facilitates open dialogue with school leaders – leading to practical, agreed steps, which can form the basis for regular monitoring and review.

An action plan at Brownlow Fold covers:

- Actions and behaviours that support the employee's mental wellbeing
- Symptoms, early warning signs and triggers for poor mental health or stress
- Potential impact of poor mental health or a mental health problem on their performance
- What support they need from school
- Positive steps for the individual to take if they are experiencing stress or poor mental health
- An agreed time to review the support measures to see if they're working.

The WAP is held confidentially and regularly reviewed by staff member and School together. Staff need only provide information that relates to their role and the workplace, and that they are comfortable sharing. The WAP is intended to allow School to agree with staff how they can be practically supported in the workplace and how to address any health needs.

School will ask staff to think about:

- What are they like when they are feeling well and flourishing at work
- What their environment is like when it is supporting their wellbeing
- What are the things they need to do to maintain good health and wellbeing
- Coping strategies they already use and what makes these effective
- How they have managed to work through challenging situations previously
- What hasn't worked in the past and why they think this might be.

The WAP is intended not only as a tool to support staff when they are experiencing difficulties, but also as a means of identifying how an individual's wellbeing can be proactively promoted. When it comes to supporting a member of staff's wellbeing, School ensures the following actions and approaches are used:

- School is supportive, approachable and responsive
- School is available for regular work-related conversations and will increase the frequency of supervision or catch-up time with staff if required
- School proactively supports staff to monitor their workload and encourage healthy working hours and a positive work/life balance
- School ensures staff are setting realistic targets and is clear about priorities
- School will tailor their leadership style to suit the needs of each staff member and task by asking staff what support they need
- School will use one-to-ones and catch-ups to cover a wider agenda than just the to-do list, including reflecting on what has gone well and what has been difficult in the past month, and forward planning together, for example by identifying upcoming pinch points, challenges and required support
- School will encourage positive relationships with colleagues and provide mediation where necessary
- School will provide staff with meaningful work and opportunities for personal development and growth
- School will ensure people are working in an appropriate physical environment

Providing support

- School will encourage staff to talk and be open about problems they are experiencing
- School will ensure confidentiality and provide an appropriate place for confidential conversations
- When talking about an individual's mental health listen, school will be respectful and not make assumptions
- School will be positive – focus on what staff can do, rather than what they cannot, providing training, mentoring or coaching if there are skills gaps
- School will work together and involve people in finding solutions as much as possible
- School will support staff to develop personal resilience and coping strategies
- School will involve staff in dialogue and decision-making and remember that people are often the expert when it comes to identifying the support or adjustment they need and how to manage their triggers for poor mental health
- School will recognise and praise good work and commitment, providing regular opportunities to discuss, review and reflect on positive achievements
- School will encourage staff to seek further advice and support (for example from buddying or mentoring schemes).

Brownlow Fold Wellness Action Plan (WAP)



Name:	Planned with:	Date:	Review date:
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What helps you stay mentally healthy at work? (For example: taking a lunch break, keeping a to do list)

What can school do to support you to stay mentally healthy at work? (For example: regular feedback and supervision, explaining wider developments in organisation)

Are there any situations at work that can trigger poor mental health for you? (For example: conflict at work, organisational change, something not going to plan)

How might stress / poor mental health difficulties impact on your work? (For example: find it difficult to make decisions, hard to prioritise work tasks)

Are there any early warning signs that we might notice when you are starting to feel stressed/ mentally unwell? (For example: changes in normal working patterns, withdrawing from colleagues, not taking breaks)

What support could be put in place to minimise triggers or to support you to manage symptoms? (For example: extra catch-up time with line manager)

If we notice early warning signs that you are feeling stressed or unwell – what should we do? (For example: talk to me discreetly about it, contact someone that I have asked to be contacted). Please include contact names and numbers if you would like School to get in touch with someone

What steps can you take if you start to feel unwell at work? (For example: take a break and go for a short walk, ask for support)

