



Tudhoe Learning Trust

Employee Wellbeing Policy

Policy, Procedure and Guidance

Approved by:	Chief Executive Officer	Date: September 2025
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Introduction

Tudhoe Learning Trust aims to promote positive mental health for every employee. We aim to recognise and respond to mental ill health at the earliest opportunity.

Stigma around mental ill health can keep people from accessing the help they need and keep people from supporting each other through difficult times. Everyone can help to reduce stigma in our school community and the Trust believes that it is everyone's responsibility to do so.

We recognise as a Trust that by developing and implementing practical, relevant and effective mental health procedures we can promote a safe and stable environment for all employees affected both directly, and indirectly by mental ill health.

All school staff have a responsibility to promote mental health and emotional wellbeing. Staff within our Trust schools that have specific responsibility typically include:

- The Head Teacher
- Designated Safeguarding Officers
- SENco/SENDco
- First Aider for Mental Health/Health Advocate

This policy describes the Trust's approach to promoting positive mental health and wellbeing and is intended as guidance for all employees, governors and directors.

In applying this policy, the Trust will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

The policy is applicable to all employees of the Trust.

Identification

It is recognised that promoting employee health and emotional well-being should be an integral part of the whole school approach to mental health and wellbeing. Therefore, training and signposting to materials about mental health and emotional wellbeing will be made available for all employees.

An open-door policy to senior leadership is always made available if employees need to speak about any issues of concern and each school within the Trust has a nominated Health Advocate who is Mental Health First Aid trained.

An Emotional Health and Wellbeing file will be made available in every Trust school. The file will contain informative advice about key factors understanding the important of their own emotional well-being and where to go if they need additional support or advice.

Regular supervision or appraisal will take place to allow for mutual communication about personal health and emotional wellbeing if deemed necessary.

Staff wellbeing support and interventions

Trust schools adopt a whole school approach to wellbeing and each school has a senior leadership team and a governing body that is committed to providing all staff with listening support in relation to emotional wellbeing and recognition of this within performance management/appraisal discussions.

School leaders are accessible to all staff and operate an open-door policy. Each trust school has a nominated Health Advocate that has been trained in First Aid for Mental Health. Staff may approach their Health Advocate to discuss any concerns they may have in relation to their health and wellbeing or the health and wellbeing of their colleagues. Personal wellbeing appointments may be taken in work time with approval from the Head Teacher.

In addition to this, all Trust Schools have access to the Employee Assistance Programme that is available via our Occupational Health Provider and a free 24hour counselling service by contacting 0800 716 017 and quoting 'Durham County Council'. All staff have been enrolled into Simplyhealth, unless the individual has decided to opt out. If you require further details on the scheme, please contact the HR department.

School leaders will ensure effective communication of wellbeing initiatives by displaying relevant posters/leaflets and circulating information relating to health and wellbeing.

Trust schools will provide a library of resources, online training and planned CPD opportunities alongside in-set days.

In addition to this, the Trust has developed a Wellness Action Plan which can be used at any time as a tool for personal review, reflection and advice. This can support wellness and mental wellbeing by reflecting on the causes of stress and mental health and taking ownership of practical steps to help address triggers. The process can also Health Advocates and help school leaders to open dialogue with employees, to understand their needs and experiences and ultimately better support wellbeing and mental health. The Wellness Action Plan can be found at Appendix 1.

Procedure for concerns in relation to mental health

If an employee chooses to disclose concerns about their own mental health to a colleague or a Health Advocate, the member of staff's response will always be calm, supportive and non-judgemental.

A colleague will listen rather than advise and alert their school Health Advocate so that appropriate action may be considered. The Health Advocate's first thoughts will be of the employee's emotional and physical safety rather than exploring 'Why?', they will gently probe and listen. They may also refer employees to emergency services where necessary and/or signpost colleagues to external sources of professional advice.

Disclosures will be treated in the strictest of confidence and conversations will not be recorded.

Further information

Further information and sources of support can be found at Appendix 2 of this document. If you require further advice of information relating to this policy, please contact Trust HR on 01388 811765 or office@tudhoelearningtrust.co.uk



Wellness Action Plan (WAP)

Developing a Wellness Action Plan at Work can help support wellness and your own mental wellbeing. By reflecting on the causes of stress and mental health and taking ownership of practical steps to help address triggers. The process can also help managers to open dialogue with you, to understand your needs and experiences and ultimately better support wellbeing and mental health.

1. What helps your wellbeing to stay mentally healthy at work? (For example: taking a lunch break, keeping a 'to do' list, talking with colleagues)

2. What can your manager or service do to support you stay healthy at work? (For example: regular feedback and supervision, discussing wider developments in the organisation)

3. Are there any situations at work that can trigger poor mental health for you? (For example: conflict at work, organisational change, being excluded from decision making, poor processes)

4. What do you usually do that helps you manage stress? (For example: relaxation, physical exercise, talking with colleagues - consider the 'five ways to wellbeing')

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

Please complete questions 6, 7 & 8 if you feel this will help and if it is relevant to you.

6. Are there any early warning signs that we might notice when you are starting to feel stressed / unwell? (For example: changes in normal working patterns, withdrawing from colleagues).

7. 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)

8. 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)

Thank you for taking the time to complete this Wellness Action Plan and for helping reduce avoidable stress for yourself and others.

Employee Name: (Please Print) Signature:		Date:	
Head Teacher Signature:		Date:	
Date to be reviewed:		12month Review Date:	

Further information and sources of support

Prevalence of Mental Health and Emotional Wellbeing Concerns

- ½ of all mental health problems are established at the age of 14
- ¾ of all mental health problems are established by the age of 24
- In England the number of antidepressant items prescribed has more than doubled in the last decade. In 2016 there were 64.7 million antidepressant items dispensed. 33.7 million (108.5%) more than in 2006, when there were 31 million.
- In 2018 in Great Britain, there were 595,000 cases of work-related stress, depression or anxiety leading to 15.4 million working days lost!

Early Warning Signs of a Mental Health Problem

- Losing interest in activities and hobbies previously enjoyed
- Under-performance at work with no apparent explanation
- Increased anxiety levels, feeling exhausted or restless
- Isolating yourself and not wanting to socialise with friends and family
- Changes in appetite such as skipping meals or over-eating/bingeing
- Changes in perception such as hearing or seeing things that others don't
- Self-harming behaviour. Signs of cuts or bruising to uncommon areas of the body
- Reduced or increased sex drive (depending upon the mental health concern)

Sources of support

Whether you are concerned about yourself, a friend or a loved one, these helplines and support groups can offer expert advice.

MENTAL HEALTH HELPLINES

Anxiety UK

Charity providing support if you've been diagnosed with an anxiety condition.

Phone: 03444 775774 (Mon-Fri 9.30am to 5.30pm)

Website: www.anxietyuk.org.uk

Bipolar UK

A Charity helping people living with manic depression or bipolar disorder.

Website: www.bipolaruk.org.uk

CALM

CALM is the campaign against living miserably, for men aged 15 to 35.

Phone: 0800 58 5858 (daily: 5pm to midnight)

Website: www.thecalmzone.net

Childline

Online, on the phone, anytime.

Phone: 08001111 (24hour service)

Website: www.childline.org.uk

Men's Health Forum

24/7 stress support for men by text, chat and email.

Website: www.menshealthforum.org.uk

Mental Health Foundation

Provides information and support for anyone with mental health problems or learning disabilities.

Website: www.mentalhealth.org.uk

Mind

Promotes the views and needs of people with mental health problems.

Phone: 0300 123 3393

Website: www.mind.org.uk

No Panic

Voluntary charity offering support for sufferers of panic attacks and obsessive compulsive disorder (OCD). Offers a course to overcome your phobia/OCD. Includes a helpline.

Phone: 0844 9674848 (daily, 10am to 10pm)

Website: www.nopanic.org.uk

OCD Action

Support for people with OCD. Includes information on treatment and online resources.

Phone: 0845 390 6232 (Mon to Fri, 9.30am to 5pm)

Website: www.ocdaction.org.uk

OCD UK

A charity run by people with OCD, for people with OCD, includes facts, news and treatments.

Phone: 0845 120 3778 (Mon to Fri, 9am to 5 pm)

Website: www.ocduk.org

PAPYRUS

Young suicide prevention society.

Phone: HOPELine UK 0800 068 4141 (Mon to Fri, 10am to 5pm and 7pm to 10pm. Weekends 2pm to 5pm).

Website: www.payrus-uk.org

Rethink Mental Illness

Support and advice for people living with mental illness.

Phone: 0800 5000 927 (Mon to Fri, 9.30am to 4pm)

Website: www.rethink.org

Samaritans

Confidential support for people experiencing feelings of distress or despair.

Phone: 116 123 (free 24hr helpline)

Website: www.samaritans.org.uk

SANE

Emotional support, information and guidance for people affected by mental illness, their families and carers.

SANeline: 0300 304 7000 (daily 4.30pm to 10.30pm)

Textcare: comfort and care via text message, sent when the person needs it most:

<http://www.sane.org.uk/textcare>

Peer support forum: www.sane.org.uk/supportforum

Website: www.sane.org.uk/support

Young Minds

Information on child and adolescent mental health. Services for parents and professionals.

Phone: Parent's helpline 0808 802 5544 (Mon to Fri, 9.30am to 4pm)

Website: www.youngminds.org.uk

ABUSE HELPLINES (CHILD, SEXUAL, DOMESTIC VIOLENCE)**NSPCC**

Children's charity dedicated to ending child abuse and child cruelty.

Phone: 0800 1111 for Childline for Children (24-hr helpline)

0800 800 5000 for adults concerned about a child (24-hr helpline)

Website: www.nspcc.org.uk

Refuge

Advice on dealing with domestic violence.

Phone: 0808 2000 247 (24hr helpline)

Website: www.refuge.org.uk

ADDICTION HELPLINES (DRUGS, ALCOHOL AND GAMBLING)

NSPCC

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Website: www.nspcc.org.uk

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Advice on dealing with domestic violence.

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Website: www.refuge.org.uk

ADDICTION HELPLINES (DRUGS, ALCOHOL AND GAMBLING)

Alcoholics Anonymous

Phone: 0845 769 7555 (24hr helpline)

Website: www.alcoholics-anonymous.org.uk

Gamblers Anonymous

Website: www.gamblersanonymous.org.uk

Narcotics Anonymous

Phone: 0300 999 1212 (daily 10am to midnight)

Website: www.ukna.org

ALZHEIMERS

Alzheimer's Society

Provides information on dementia, including factsheets and helplines.

Phone: 0300 222 1122 (Mond to Fri, 9a, to 5pm, Weekends, 10am to 4pm)

Website: www.alzheimers.org.uk

BEREAVEMENT

Cruse Bereavement Care

Phone: 0844 477 9400 (Mon to Fri, 9am to 5pm)

Website: www.cruisebereavementcare.org.uk

CRIME VICTIMS

Rape Crisis

To find your local services phone: 0808 802 9999 (daily, 12 to 2.30pm, 7pm to 9.30 pm)

Website: www.rapecrisis.org.uk

Victim Support

Phone: 0808 168 9111 (24hr helpline)

Website: www.victimsupport.org

EATING DISORDERS

Beat

Phone: 0808 801 0677 (adults) or 8080 801 0711 (for under-18s)

Website: www.b-eat.co.uk

LEARNING DISABILITIES

Mencap

Charity working with people with a learning disability, their families and carers.

Phone: 0808 808 1111 (Mon to Fri, 9am, to 5pm)

Website: www.mencap.org.uk

PARENTING

Family Lives

Advice on all aspects of parenting including dealing with bullying.

Phone: 0808 800 2222 (Mon to Fri, 9am to 9pm, Sat to Sun, 10am to 3pm)

Website: www.familylives.org.uk

RELATIONSHIPS

Relate

The UK's largest provider of relationship support.

Website: www.relate.org.uk

MANAGING WORKPLACE STRESS AND MENTAL HEALTH ISSUES

HSE

Website: www.hse.gov.uk/stress/mental-health
