

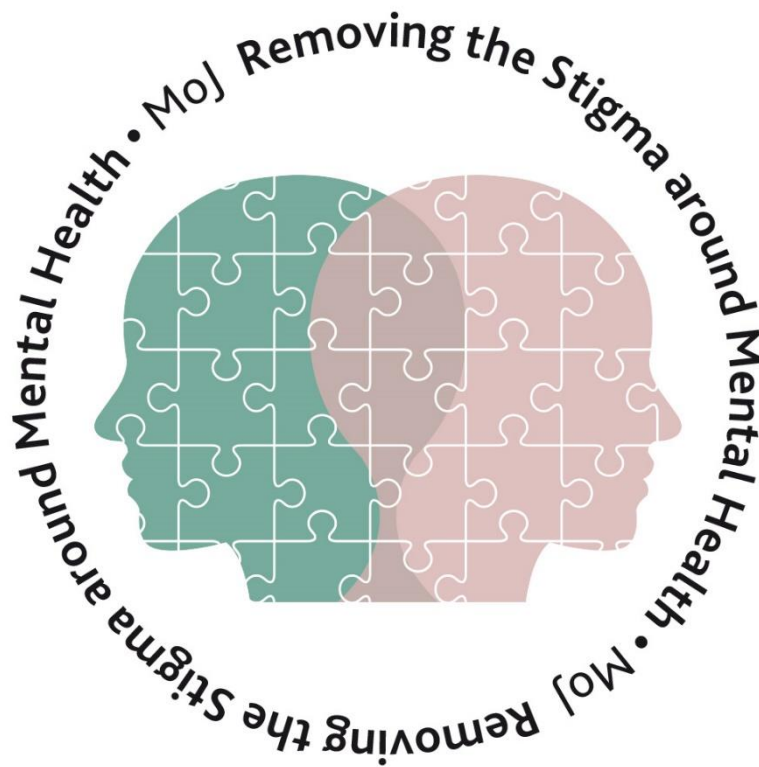


Ministry  
of Justice

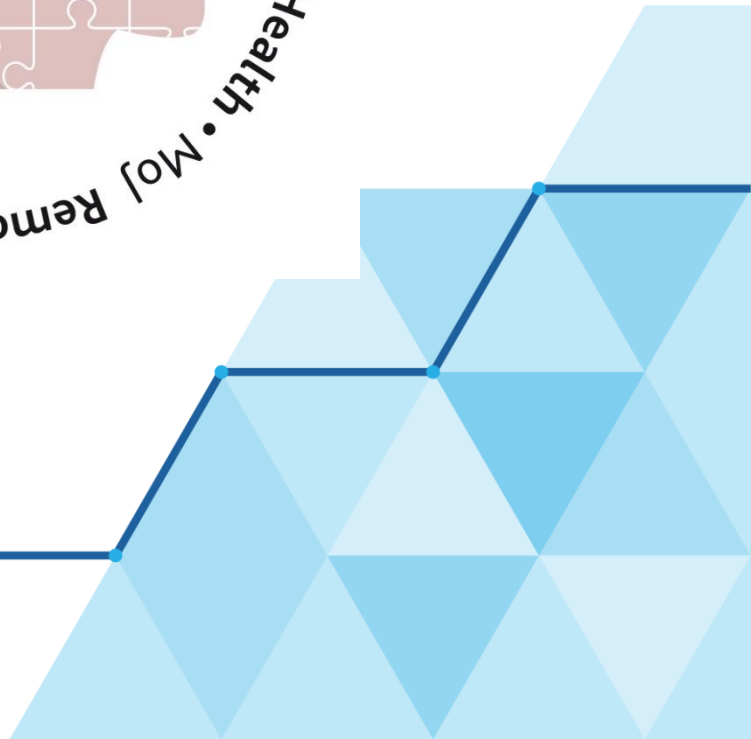


# Mental Health Allies

## Single Point of Contact (SPOC) Guide



July 2020



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# What we are doing to support our people

- Encourage conversations to break the stigma around mental ill health
- Provide better support and increase capability for staff and managers
- Provide better awareness of relevant policies, resources & toolkits
- Embed the Mental Health Allies programme across the MOJ and HMPPS
- Promote the four strands of the Health & Wellbeing Be Well Strategy 2019-2021

## Our Priorities



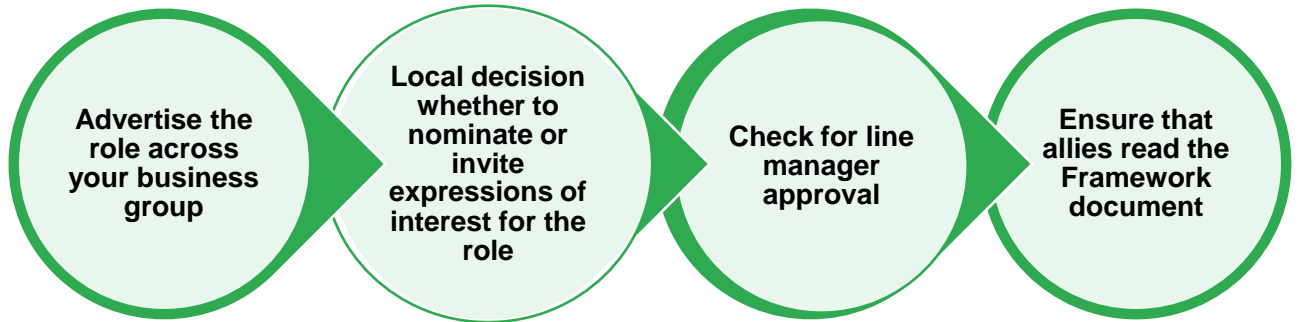
# The role of a SPOC

## Key roles and responsibilities:

The role of a SPOC is key in establishing, progressing and championing the mental health allies programme. It is a prominent role with clear expectations above that of an ally. A SPOC will actively participate and co-ordinate ally activities and events in a specific business group and adopt a collaborative approach to building relationships with local champions including Diversity & Inclusion, Health & Wellbeing, Engagement, Capability leads. This guide has been developed to assist and articulate the responsibilities as outlined below:



# Recruitment



# Training and Induction

MHAs face to face and virtual workshops are delivered by PAM Assist, SPOC or an MOJ trained trainer to equip allies in the role.

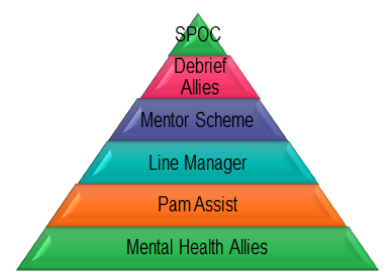
The Induction is conducted by the SPOC to outline the expectations in the relevant business group and raise awareness of local action plans.

The mentoring scheme offers an extra layer of support to allies in their role, as well as a development opportunity- whether as a mentor or mentee.

# Implementation and Next Steps



# Support for Mental Health Allies



The wellbeing of mental health allies (MHAs) undertaking this volunteer role is important. There are various avenues of support that provide a valuable opportunity to share knowledge, understanding and experience. Allies can build on their current skills and gain valuable advice from a more experienced person.

Building your network of support will give you an opportunity to discuss specific matters or concerns which will support you in the role, both on a one to one basis or as part of a wider network.

## Single Point of Contact (SPOC)

- The SPOC will set regular touch points, share information and updates, coordinate local activities, promote calendar days, organise local notice boards and drive your local action plan forward.

## Debrief Allies

- Debrief allies have been trained by the Samaritans and can be contacted if you have been exposed to an upsetting or distressing incident and need time to reflect and put the events into perspective.

## Mentor Scheme

- The mentoring scheme for allies is a confidential process that is about being committed and having mutual trust, setting goals and challenges, giving encouragement and constructive feedback.

## Line Manager

- Your line manager will offer support when needed. During 1-1s you can use the opportunity to discuss the role, your activities and how this impacts on you.

## Pam Assist (EAP)

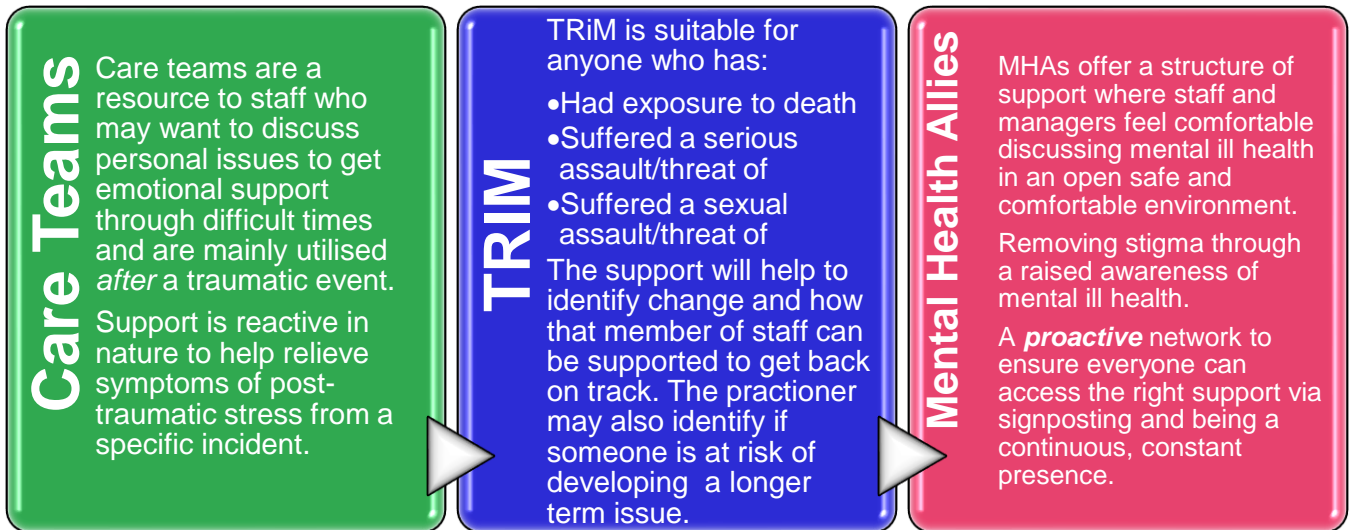
- EAP offers a wide range of support to staff including confidential advice on personal, social or work-related problems.

## Mental Health Allies

- As a programme of allies you can support one another, share ideas and seek guidance whilst respecting confidentiality.

## Mental Health Allies, Care Teams & Trim

The core skills of a mental health ally compliment the work of the Care Teams and Trauma Risk Management (TRiM). The key features of each role are outlined below:



**“Compliments, rather than duplicates”**







# Key Calendar Dates

<b>January</b>	<b>Be Well strategy launch provisional launch date 8<sup>th</sup> Jan</b>	<b>All strands</b>	MoJ launch of Be Well strategy - What's your New Year's Resolution? (staff select strand they are focussed on and share their resolution).  CSEP to launch a Financial wellbeing toolkit could consider launching in April as part of the financial wellbeing activity.
<b>6<sup>th</sup> February</b>	<b>Time to Talk Day</b>	<b>Healthy Mind</b>	Campaign supported by CSEP. MoJ Mental Health Allies to lead, with support from H&W Champions.
<b>April</b>	<b>Stress Awareness Month</b>	<b>Healthy Mind</b>	Campaign supported by CSEP. MoJ Mental Health Allies to lead on promoting this campaign, with H&W Champions support.
<b>18 -24<sup>th</sup> May</b>	<b>Mental Health Awareness Week</b>	<b>Healthy Mind</b>	Campaign supported by CSEP. MoJ Mental Health Allies to lead this campaign, with H&W Champion support.
<b>10<sup>th</sup> September</b>	<b>World Suicide Prevention Day</b>	<b>Healthy Mind</b>	Share campaign material and CS blog interview with a suicide prevention expert, focusing on the high risk category of middle-aged men.
<b>10<sup>th</sup> October</b>	<b>World Mental Health Awareness Day</b>	<b>Healthy Mind</b>	Campaign supported by CSEP. MoJ Mental Health Allies to lead for MoJ, with H&W Champion support.
<b>4<sup>th</sup> November</b>	<b>National Stress Awareness Day</b>	<b>Healthy Mind</b>	MoJ Mental Health Allies to lead on campaign, with Workplace Wellbeing Support.

# Additional Information



More  
Information

- Employee Assistance Programme (EAP) - <https://intranet.justice.gov.uk/guidance/hr/support-and-wellbeing/employee-assistance-programme/>
  - Mental Wellbeing pages of the intranet <https://intranet.justice.gov.uk/guidance/hr/support-and-wellbeing/mental-wellbeing/>
- Remploy Workplace Mental Health Support Service
- Attendance Management guidance <https://intranet.noms.gsi.gov.uk/news-and-updates/notices/new-attendance-management-policy2>
  - Performance Management guidance <https://intranet.noms.gsi.gov.uk/policies-and-subjects/probation/probation-instructions/Probation-Instructions-2017/pi-2017-13>
  - Staff networks
    - Disability staff network [dawn@justice.gov.uk](mailto:dawn@justice.gov.uk)
    - LGBT+ staff network [PiPP@justice.gov.uk](mailto:PiPP@justice.gov.uk)
    - BAME staff network [RISE@justice.gov.uk](mailto:RISE@justice.gov.uk)
  - Disability Support pages of the intranet <https://intranet.noms.gsi.gov.uk/news-and-updates/news/new-workplace-adjustment-passport-created> - Workplace Adjustment Passport (& guidance)
  - [https://intranet.noms.gsi.gov.uk/\\_data/assets/word\\_doc/0007/944890/HMPPS-Workplace-Adjustment-Passport.docx](https://intranet.noms.gsi.gov.uk/_data/assets/word_doc/0007/944890/HMPPS-Workplace-Adjustment-Passport.docx)
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  - [https://intranet.noms.gsi.gov.uk/\\_data/assets/word\\_doc/0004/944887/HMPPS-List-of-Common-Workplace-Adjustments.docx](https://intranet.noms.gsi.gov.uk/_data/assets/word_doc/0004/944887/HMPPS-List-of-Common-Workplace-Adjustments.docx)
  - Talent Schemes for disabled employees <https://intranet.justice.gov.uk/guidance/equality-and-diversity/learning-zone/>
  - HMPPS Inclusion & Diversity Strategy <https://intranet.noms.gsi.gov.uk/news-and-updates/news/hmpps-equality-strategy-2018-2020> Mental Health Allies - <https://intranet.justice.gov.uk/guidance/hr/support-and-wellbeing/mental-wellbeing/mental-health-allies/>

# Be Well Posters to print and place on notice boards and/or toilet doors

**Be Well** **Mental Health Allies**

**What we eat may effect how we feel. A balanced nutritional diet will improve your physical and mental health**



**Mental Health Allies are there to support you**  
**MentalHealthAllies@Justice.gov.uk**

**Be Well** **Mental Health Allies**

**Talking about your feelings can help you stay in good mental health and deal with times when you feel troubled**



**Mental Health Allies are there to support you**  
**MentalHealthAllies@Justice.gov.uk**

**Be Well** **Mental Health Allies**

**Regular exercise can help to boost your overall wellbeing and improve your ability to concentrate, sleep and perform**



**Mental Health Allies are there to support you**  
**MentalHealthAllies@Justice.gov.uk**

**Be ♥  
Well**

## **Mental Health Allies**

**We often drink alcohol as a coping mechanism, but talking is a better way to manage difficult feelings**



**Mental Health Allies are there to support you  
MentalHealthAllies@Justice.gov.uk**

**Be ♥  
Well**

## **Mental Health Allies**

**If you feel stressed and are struggling to cope, ask for help.  
Seeking support can improve your wellbeing**



**Mental Health Allies are there to support you  
MentalHealthAllies@Justice.gov.uk**

[MentalHealthAllies@Justice.gov.uk](mailto:MentalHealthAllies@Justice.gov.uk)