

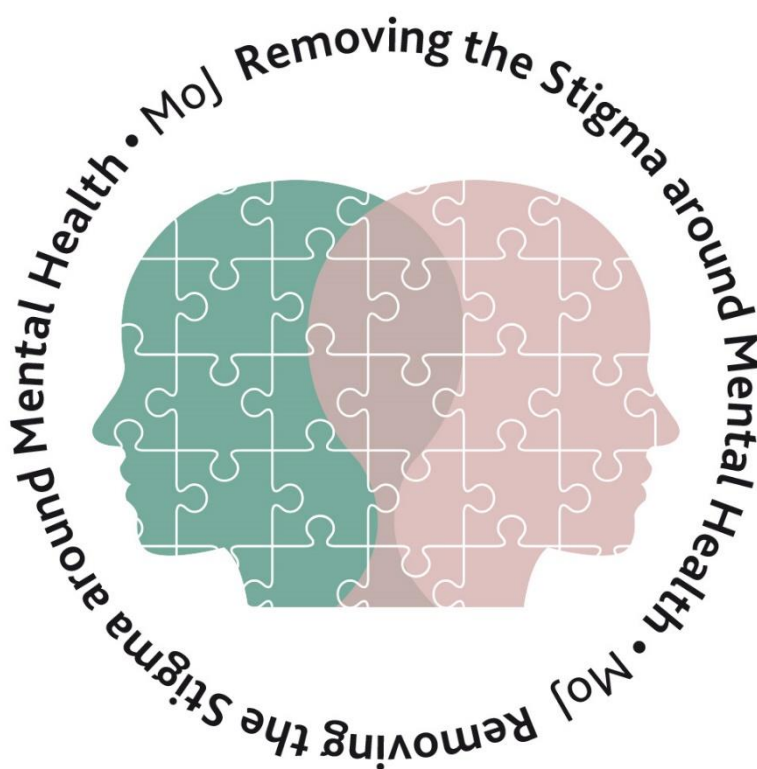


Ministry
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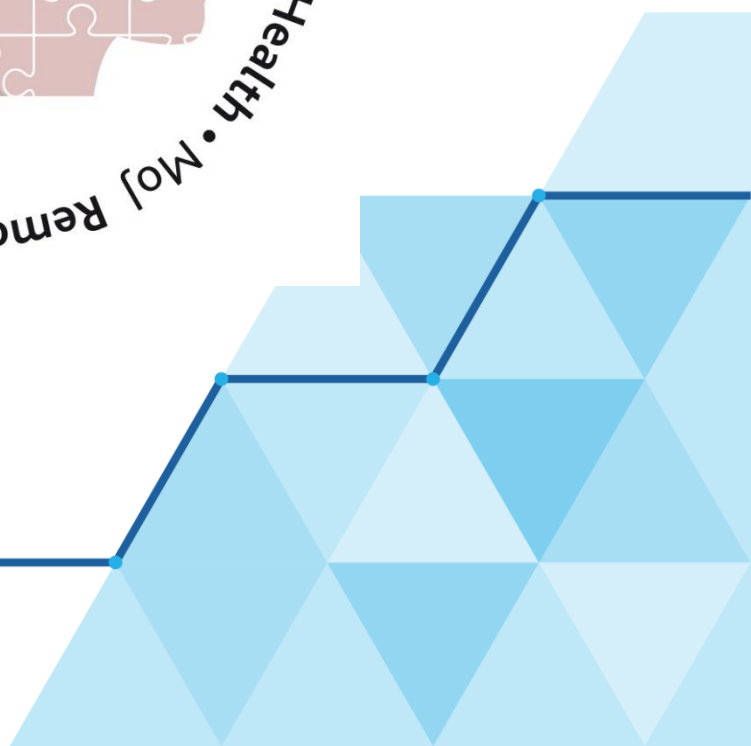
Be ♥
Well

Mental Health Allies

Next Steps Document



May 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 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 for 2020

MHA 'Time to Talk'
Seminars in Leeds,
London and
Birmingham

Mental Health &
Wellbeing
Conference 9th June

Stalls at Civil Service
Live 2020

National and local
awareness raising
activities - MOJ
wellbeing calendar

Delivery of MHAs
standard and 'Train
the Trainer'
workshops

Establishing links with
the Anti-Bullying &
Harassment network
and Safe Space
Forum

Work collaboratively
with SCS Disability
Champions, staff
networks, and
wellbeing leads

National activities for
Mental Health
Awareness Week





Next Steps for allies

Following the discussion with your line Manager prior to undertaking the voluntary role you should:



Back in the office



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 National lead for your business group will set regular touch points to share information and updates, ensure that MHAs have the support required for the role, coordinates local activities to promote calendar days, answers questions and queries and drive the 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 support to reflect and put the events into perspective

Mentor Scheme

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

Line Manager

• Your line manager will give you support as needed. Do provide updates during 1-1s in terms of activities and how the role impacts on you.

Pam Assist

• The Employee Assistance provider (EAP) is PAM Assist. Our 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 are there to support one another, share ideas, suggestions and seek guidance, with respect to confidentiality

Information and Resources



MHAs Intranet Page

The mental health allies have a dedicated [intranet page](#) where you can find a full list of mental health allies and their contact details, the framework document, details of the mentoring scheme, identify SPOCs (Single Point of Contact) for each business group and links to internal and external websites.

MHAs Framework Document

The [framework](#) provides a detailed description of the role that includes the role of an ally, do's and don'ts, confidentiality and what to do in an emergency situation. Allies should read the document prior to volunteering for the role.

Be Well Strategy

The [Health and Wellbeing Strategy 2019-2021](#) contains a range of support tools for employees and managers and consists of four strands:

- Healthy Mind
- Healthy Lifestyle
- Healthy Finances
- Healthy Environment

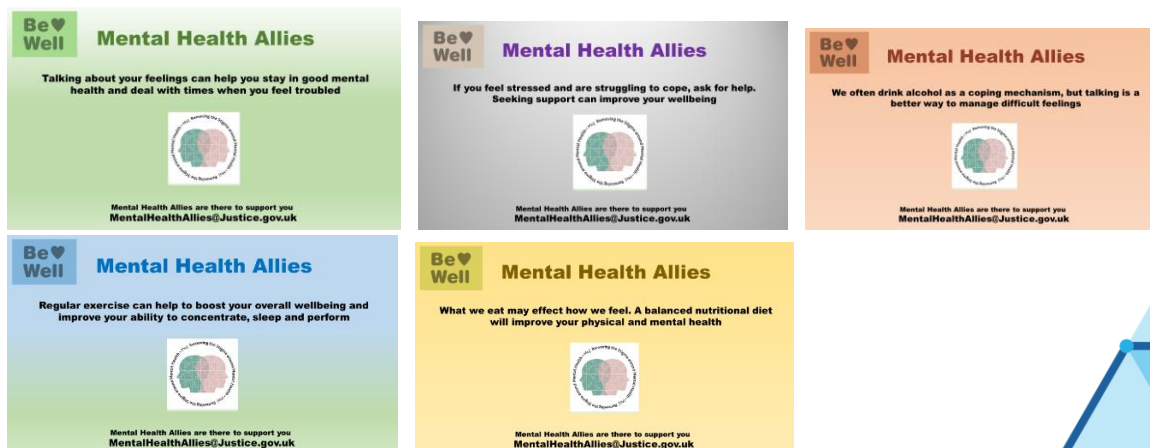
Mentoring Scheme

Learn about the [MHAs Mentoring Scheme.ppt](#) then contact the lead to register your interest in participating at louise.colledge@Justice.gov.uk

Trello

[Trello](#) is a sharing tool where you will find links to resources, supportive guidance and policy, a full list of allies and much more.

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



Key Calendar Dates

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

Additional 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
- BDF "Mental Health at Work"
- BDF "Managing Difficult Conversations"

Attendance Management guidance <https://intranet.justice.gov.uk/guidance/hr/sick-absence/attendance-management-policy/>

Performance Management guidance <https://intranet.justice.gov.uk/guidance/hr/performance-management/>

Staff networks <https://intranet.justice.gov.uk/guidance/>

Disability Support pages of the intranet <https://intranet.justice.gov.uk/guidance/hr/support-and-wellbeing/disability-support/>

- Ability Manual
- Disability Quick Guides
- Workplace Adjustment Passport (& guidance)
- Access to Work eligibility

Talent Schemes for disabled employees <https://intranet.justice.gov.uk/guidance/equality-and-diversity/learning-zone/>

MoJ Inclusion & Diversity Strategy <https://intranet.justice.gov.uk/guidance/equality-and-diversity/diversity-strategy/>

Further links:

[Mental Health Allies](#)
[Stress](#)
[Disability Support Pages](#)
[Civil Service Workplace Adjustment Service \(CSWAS\)](#)
[Workplace Adjustment Passport](#)
[Support and Wellbeing](#)
[Anti-bullying and harassment advisors](#)
[Pam Life Leaflet](#)
[Pam Assist Leaflet](#)
[Safe Space Forum](#)

Useful contacts:

The Charity for Civil Servants – 0800 056 2424
NHS Direct - 111
Samaritans - 116 123
Pam Assist 0800 0198988

[Remploy](#)
[Mind](#)
[Time to Change](#)
[Samaritans](#)
[Hub of hope](#)

Further Training



Mental Health at Work. E Learning. (90 minutes)

<https://civilservicelearning.civilservice.gov.uk/learning-opportunities/mental-health-work>

Mental Health Awareness. E- Learning (50 minutes)

<https://civilservicelearning.civilservice.gov.uk/learning-opportunities/mental-health-awareness-e-learning>

Mental Health Conditions and Dementia. E-Learning (30 minutes)

<https://civilservicelearning.civilservice.gov.uk/learning-opportunities/mental-health-conditions-and-dementia-support-customers>

Mental Health at work Resources

<https://civilservicelearning.civilservice.gov.uk/mental-health-work-further-resources>

Becoming Disability Confident. E- Learning (60 minutes)

<https://civilservicelearning.civilservice.gov.uk/user/login?destination=node/497918>

Managing Self: Work/Life balance and stress workplace learning activity

<https://civilservicelearning.civilservice.gov.uk/learning-resources/managing-self-worklife-balance-and-stress-workplace-learning-activity>

Well-Being, Resilience and Stress. E- Learning (60 minutes)

<https://civilservicelearning.civilservice.gov.uk/learning/mod/scorm/view.php?id=1455>

Effective Communication. E-Learning (95 minutes)

<https://civilservicelearning.civilservice.gov.uk/learning-opportunities/effective-communication>

Active Listening. E Learning (30 minutes)

<https://civilservicelearning.civilservice.gov.uk/learning-opportunities/active-listening>

MentalHealthAllies@Justice.gov.uk



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