

# MENTAL HEALTH & WELLBEING POLICY



This procedure is endorsed by the Company's Senior Management Team and will be reviewed regularly. This procedure may be changed from time to time, and you will be informed of any such changes. This policy is non contractual.

This purpose of this policy is to ensure that we embrace the many Club practices that support staff health and wellbeing, to minimise the harmful effects of stress and ensure that there is cohesion in working towards health and wellbeing for all employees. It outlines some of the ways in which we commit to maintaining staff wellbeing and it recognises that each individual member of staff and their circumstances are different but provides an overview of the basis on which everyone can contribute and expect to be treated.

## AIMS

We aim to ensure that our Club:

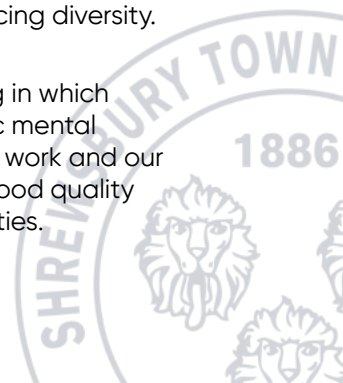
- supports staff mental health and wellbeing
- minimises stress
- helps staff to keep a healthy work-life balance
- helps staff to manage their family and work responsibilities
- ensures staff feel valued
- recognises and promotes the importance of a happy team
- involves staff in decision making
- takes account of equality implications.

We want to be recognised as a great place to work in terms of mental health and wellbeing.

As part of our commitment, we will work together to:

- Raise our awareness of mental health and wellbeing issues and their impact
- Improve our understanding of mental health and how we can help ourselves and each other to promote and maintain good mental health
- Ensure coaches and managers have the training and support to enable them to identify when team members may need additional support, build resilience in their teams, and create an environment that promotes positive wellbeing
- Identify and tackle stigma and discrimination, as part of our wider culture of embracing diversity.

We want to create and foster a culture that promotes good mental health and wellbeing in which everyone feels able to talk about and access the support they need, whether for specific mental health issues or more general wellbeing that proactively considers the impact of how we work and our working environment on our mental health and wellbeing. Provide effective, timely and good quality support to employees and Academy players who are experiencing mental health difficulties.



The 3 focus areas of our Mental Health at Work Plan are:

- 1 Developing a culture of openness and understanding
- 2 Building a healthy working environment
- 3 Providing effective support when employees/academy players need

## ROLES & RESPONSIBILITIES

The senior management team will work towards an ethos where everyone is valued, where respect, empathy and honesty are the core values and where health and wellbeing are held central to practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to policy.

### **The Board is responsible for:**

- Fulfilling its duty of care as an employer
- Monitoring the workloads of senior staff
- Ensuring that the resources are in place to keep staff workload at healthy levels
- Reviewing this policy in conjunction with the senior safeguarding lead
- ensuring that demands are not placed on individual members of staff that interfere unfairly with Their work-life balance
- Ensuring that other policies and procedures take account of staff wellbeing
- Overseeing that change management is operated in a fair and reasonable way.

### **The Board and Senior Management Team are responsible for:**

- Providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- Providing a non-judgemental and confidential support system such as coaching, mentoring, and pastoral support for staff
- Monitoring the workload of members of staff and being alert to signs of stress
- Listening to the views of members of staff and players
- Ensuring that the efforts and successes of staff and players are acknowledged and celebrated
- Ensuring that staff are equipped with the right training to do the job confidently
- Ensuring that staff feel valued, and that time is set aside for them
- Making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- Recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g., health issues, bereavement or loss, or personal circumstances
- Ensuring that there are effective methods of communication



### **The HR Manager, Chief Executive & Safeguarding Leads are responsible for:**

- Ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- Maintaining contact with staff during long absences
- Ensuring that the staff induction process is put into place
- Conducting risk assessments for work-related stress

The Human Resource Manager implements these responsibilities with the support of appropriate staff such as the designated safeguarding leads, senior leaders, and pastoral staff and who all strive to be positive role models through their own practice.

### **Members of staff are responsible for:**

- Treating one another with empathy, respect, and kindness
- Taking care of their own health and safety at work and communicating with key staff where they need support
- Being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- Developing and respecting shared areas where possible so that there is space to relax as well as appropriate workspaces.

## **ONLINE RESOURCES**

**Mind Infoline:** The Mind Infoline can help you to find out what services are available in your area. You can call them on 0300 123 3393 email [info@mind.org.uk](mailto:info@mind.org.uk) or text 86463.

They are open 9am-6pm, Monday to Friday

**Rethink Mental Illness:** Founded 40 years ago through voluntary groups for people affected by mental illness, Rethink Mental Illness have over 100 groups in England. Call them on 0300 5000 927

**Samaritans:** Call free on 116 123 or email [jo@samaritans.org](mailto:jo@samaritans.org) for a reply within 24 hours

**Childline:** If you are under 19 you can call 0800 1111

**Shout:** Text "SHOUT" to 85258 to contact the Shout Crisis Text Line or text "YM" if you are under 19.

### **If you need urgent help**

For urgent medical attention, your options are Accident & Emergency (A&E) and Emergency GP appointments. For urgent medical advice you can call the NHS 111 (England)

Use the online tool on Mind if You feel that yourself or someone you know needs urgent help:  
<https://www.mind.org.uk/need-urgent-help/using-this-tool>



## SUPPORT AVAILABLE

### John Rhodes

Head of Safeguarding, Shrewsbury Town FC  
[safeguarding@shrewsburytown.co.uk](mailto:safeguarding@shrewsburytown.co.uk)

### Liam Dooley

Chief Executive Officer and Senior Safeguarding Manager  
[liam.dooley@shrewsburytown.co.uk](mailto:liam.dooley@shrewsburytown.co.uk)

### Jayne Bebb

Club Secretary and HR  
[jayne.bebb@shrewsburytown.co.uk](mailto:jayne.bebb@shrewsburytown.co.uk)

### Russ Teece

Vetting & Disclosure  
[russ.teece@shrewsburytown.co.uk](mailto:russ.teece@shrewsburytown.co.uk)

### Lawrence Ellerby

Stadium Manager  
[lawrence.ellerby@shrewsburytown.co.uk](mailto:lawrence.ellerby@shrewsburytown.co.uk)

### Natalie Wood

Academy Player Care Lead  
[playercare@shrewsburytown.co.uk](mailto:playercare@shrewsburytown.co.uk)

### Shin Aujla

Foundation Director, Shrewsbury Town FC Foundation  
[shin.aujla@foundationstfc.co.uk](mailto:shin.aujla@foundationstfc.co.uk)

### Calvin Lord Latham

Education Manager, Shrewsbury Town FC Foundation  
[calvin.latham@foundationstfc.co.uk](mailto:calvin.latham@foundationstfc.co.uk)

---

<b>Document Type:</b>	Mental Health & Wellbeing Policy
<b>Drafted By:</b>	John Rhodes
<b>Signed off by:</b>	Liam Dooley
<b>Board review and agreement:</b>	May 2024
<b>Next review date:</b>	May 2025

