**Appendix 4 Supporting Your Wellbeing Trust Services**

**Physical health and wellbeing:**

We want to support you to look after your physical health and wellbeing and so we provide proactive initiatives to assist you with this from regular exercises classes, teams’ education sessions, staff smoking cessation service, regular health checks, and a wealth of information on the staff hub to help you to look after your physical health.

We have physiotherapy and occupational therapy who you can self-refer to who can assist with management of injuries and illness, support with condition management and provide ergonomic advice and work recommendations. We also work closely with access to work who you can self-refer to who can provide work adjustments/ equipment to support you to remain in work or return to work.

**Mental health:**

We understand how important looking after your mental health is and accessing the health and wellbeing support may be your first step. We also have a weekly online mindfulness session, regular mindfulness and breathe work groups and a wealth of mental health support on the staff hub. If you are struggling with your mental health, you can self-refer to our in-house counselling and psychology service. We also work closely with Remploy who can provide mental health work related support additional to psychology input.

**Financial well-being:**

We recognise that financial concerns can be very worrying and be a cause of stress and anxiety. If your manager is aware that you are experiencing financial distress, they can discreetly consider this when allocating additional hours / overtime. They will also work with you to look at adjusting your working hours and supporting flexibility, subject to being able to deliver our services. This may be especially relevant if you are working more than one job to make ends meet. All we ask is that you discuss your personal circumstances with your line manager. Your manager or Business HR can refer you to the trust health and wellbeing lead, Sam Holder, who is able support you with food bank vouchers, refer you to the fuel bank, talk through community support available and provide financial support/ signposting.

The staff hub health and wellbeing pages are regularly updated with the most current financial support and advice, and we regularly promote webinars to help with financial education. On the financial wellbeing pages there is a benefits calculator to ensure that you understand what you are eligible for, links for financial education and details of where you may be able to access hardship funds and or other grants.

We have regular citizen’s advice sessions which staff can access for support, and you can join the NHS credit union which can aid you to look after your financial wellbeing.

As a trust we have partnered with Wagestream which you can utilise to have instant access to your pay, help to track your shifts, learn personalised budgeting skills and avoid debt.

**Supporting you with out of work issues**

It’s natural that issues affecting your well-being outside of work spill over physically and emotionally in work. The impact of these things will be different for everyone and may be hidden from others. We will work with you to provide you with support in work.

There are several things that you and your manager should consider when out of work issues affect your work. This includes roster adjustments, use of self-rostering, flexible and agile working, and short notice annual leave requests. You should also refer to the Trust’s Special Leave Policy in respect of bereavement leave, emergency carer / dependents leave, home emergency leave and career breaks.

**Domestic violence and abuse**

Domestic violence and abuse can affect anyone. Abusive relationships impact both home and working lives. We will support you if you experience abuse, including providing access to a confidential way to seek help, information about local, regional, and national resources, special safety considerations at the workplace, adjustments to working arrangements and

paid leave necessary to obtain medical, counselling, or legal assistance. Refer to the Trust’s Domestic Abuse Policy for further information.

**Supporting colleagues as close relatives approach end of life**

Significant stress and emotional distress can be caused when someone close to you is approaching the end of their life. If you can work, your manager will work with you to ensure you have support and flexibility during this difficult time. This may include making roster adjustments, supporting flexible or short notice annual leave or special leave requests and temporary agile or flexible working arrangements. If you are too unwell to work, your absence from work will be recorded as sick leave. When managing your absence, your manager will be considerate of your individual circumstances. A career break is also something you might want to discuss with your manager, dependent on the circumstances.

**Bereavement**

Losing someone close to you is always difficult and we know that you may need to take some time off work in response. If you are the executor of the will, or responsible for the management of assets or property, your manager will be support with adjustments so that you can attend necessary meetings with solicitors etc.

If you are unable to return to work after any allocated bereavement leave because you don’t feel well enough, this will be classed as sick leave. Your manager will be considerate of these difficult personal circumstances when managing your absence. Please refer to the Trust’s Special Leave Policy.

**Being a carer**

Being a carer can make balancing the demands of work and home life difficult. It’s important that you let us know if you are in this situation so that we can work with you to put the right support infrastructure in place. We are in the process of setting up a staff carers network and we have support and signposting on the staff hub wellbeing pages. You should not take sick leave to complete your carer responsibilities; instead discuss our carer support /carer passport arrangements with your manager or Business HR. Further information is available on the Staff Hub.

**Addictions**

If you become reliant on alcohol, drugs or have any other addiction that impacts your work, it’s vital that you discuss this with someone. Ideally, you should tell your manager, but if you don’t feel able to do that, please let Business HR, Occupational Health, a Trust Well-being Practitioner or your Trade Union Representative know so that they can ensure you receive the right support. Support and signposting for alcohol and addictions can be found on the health and wellbeing pages on the staff hub. This will be taken into consideration when managing any sickness absence. All positive actions you take to resolve your dependence will be sympathetically and positively considered.

Please refer to the Alcohol and Substance Misuse Policy.

**Menopause**

If your absence is associated with the menopause, you should advise your manager of this so that they can record this information accurately. This will help us to signpost you to relevant services that may be able to offer additional support. Please also refer to the menopause toolkit and the women’s health pages available on the Staff Hub, which provide further information.

**Fertility treatment**

It is acknowledged staff may need to undertake fertility treatment which can be a stressful and emotional time. The Trust’s Health and Wellbeing Centre can offer support.

If you are currently taking fertility medicines and are having side effects, you should inform your manager who should consider whether any reasonable adjustments are required during this period and take into account whether a risk assessment is required.

Line managers should be sympathetic when dealing with requests to take time off to attend fertility treatment and reasonable time should be considered in line with the Family Leave Policy.

**Pregnancy**

Sometimes health can be affected during pregnancy. Your manager will work with you to support you during this time. This can include temporary adjustments to help if you experience morning sickness or experience pregnancy related fatigue. You will also be supported to attend ante-natal and post-natal care appointments that are right for you, given your individual circumstances. Any sickness absence associated with pregnancy, will not be included in the management of sickness absence. If you are off work with a pregnancy related illness in the last four weeks before your expected due date, your maternity leave will automatically commence. Please refer to the Maternity Leave Policy for more information.

**Gender reassignment**

If you need to take time off to attend medical appointments or treatments because you are planning to transition gender, or if you’re in the process of gender transition or you’ve transitioned already, you will be supported to attend these appointments. If possible, appointments should be arranged during non-working time, but if that is not possible, your manager will facilitate you with paid time to attend the appointments.

Any sickness absence that is associated with gender reassignment will not be included in the management of sickness absence. Please refer to the Gender Reassignment Policy.

**Infection prevention and control**

There may be times when you have an infectious disease or virus that requires you to take time off work. This could include, for example, diarrhoea and vomiting that is not associated with another known condition such as IBS. To comply with infection prevention and control arrangements, you will not be able to attend your normal workplace when experiencing symptoms. If you are too unwell to work, your absence will be recorded as sickness absence. You may though be able to work from home dependent on your role and this would not be classified as sickness. Often there will be a period after your symptoms have ended, but you may still spread infection and you will need to remain absent from work.