

Mental Health and Wellbeing Policy

Date established:	June 2023
Updated:	04/12/25
Reviewed:	Annually
Purpose:	This policy aims to set out the position of MITSkills regarding Mental Health and Welfare.

Aim:

The aim of this policy is for MITSkills to establish, promote and maintain the mental health and wellbeing of all employees and learners through workplace practices, and encourage employees and learners to take responsibility for their own mental health and wellbeing.

This policy aims to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including harassment/bullying).
- Increase employee and learner knowledge and awareness of mental health and wellbeing, issues and behaviours.
- To reduce stigma around mental health in the workplace/classroom.
- To facilitate employees and learners' active participation in a range of initiatives that support mental health and wellbeing.

Introduction:

MITSkills believes that the mental health and wellbeing of our staff and students is key to organisational success and sustainability. MITSkills Senior Management Team (hereafter known as SMT) is working in conjunction with the Mental Health First Aiders, drawing on their expertise and knowledge in improving employee and learner mental health and wellbeing in the workplace.

The SMT is committed to:

- Developing an ethos for staff and learners that drives positive mental health outcomes, being mindful of the impact of workloads that any initiatives may create.
- Promoting an open culture around mental health by increasing awareness, challenging stigma and empowering designated employees as champions and role models for Mental Health First Aid and Wellbeing.
- Increase organisational confidence and capability, through mental health literacy and opportunities to learn, ensuring Mental Health First aiders are trained in all aspects of mental health first aid.
- Providing mental health tools and support to ensure a supportive environment.

Responsibilities

The following responsibilities apply in relation to this policy:

- Board of Directors and SMT – has overall responsibility of the application for this policy and its approval.
- Mental Health First Aiders have the responsibility of monitoring the implementation of the policy.
- MITSkills' HR department has the responsibility to implement and ensure the policy is legally compliant and tailored to the company's circumstances.
- Delivery Staff have responsibility to follow (adhere to) the policy and apply it in the centres at all times.
- Mental Health First Aiders must ensure that all staff are made aware of this policy.
- All staff must actively support and contribute to the implementation of this policy, including its goals.
- Mental Health First Aiders must manage the implementation and review of this policy.

All learners and staff are encouraged to:

- Understand this policy and seek clarification from leaders where required.
- Consider this policy while completing work-related duties and at any time while representing MITSkills.
- Support fellow employees and students in their awareness of this policy.
- Support and contribute to MITSkills aim of providing a mentally healthy and supportive environment for all employees and students.
- Take reasonable care of their own mental health and wellbeing, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Mental Health First Aiders

Mental Health First Aid is the help offered to someone developing a mental health problem, experiencing a worsening of an existing mental illness or a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

A Mental Health First Aider is an employee who has been formally accredited to administer mental health first aid in their workplace, by attending and passing an assessment in a Mental Health First Aid Course that has been delivered by an Accredited Mental Health First Aid Instructor.

The Mental Health First Aider is trained to provide a confidential environment, give appropriate support and signpost to other available services.

The Mental Health First Aiders will be able to:

- be called away from their normal duties at short notice if required.
- maintain confidentiality as appropriate.
- listen non-judgmentally.

The Mental Health First Aider is the first responder in cases where an employee or student is in need of mental health support.

If assistance is required from a Mental Health First Aider, they can be contacted face to face, online via email or a Microsoft teams meeting. Contact information will be held on SharePoint, notice boards across the sites and be an integral part of the employee's and learners' induction programme. More information can be provided by Line Managers or the HR department.

Following an initial meeting the Mental Health First Aider may arrange a follow up meeting if required.

The responsibility of the Mental Health First Aider is to provide mental health first aid within their workplace as needed, at their level of competence and training. If required, the Mental Health First Aider will escalate and document any matters if required in a prompt and appropriate fashion. They will be required to complete available refresher training as directed/ required and attend quarterly Mental Health First Aider meetings, and additional meetings if appropriate.

Whilst the documenting of conversations is optional the Mental Health First Aider should discuss this with the individual receiving support. However, if the Mental Health First Aider assesses that there is a risk of harm, the Mental Health First Aider is required to document the conversation. In instances where safeguarding is a concern then the matter will be referred to the Safeguarding lead in the first instance. Should a record of conversations be kept these will be stored in the secure folder on that only approved mental first aiders have access to.

Confidentiality

MITSkills recognises that respecting the privacy of information relating to individuals who have received mental health first aid or maybe experiencing a mental health problem or a mental health crisis at work is of high importance.

All Mental Health First Aiders are obligated to treat all matters sensitively and privately in accordance with MITSkills confidentiality policy. If at any time the Mental Health First Aider assesses there is a risk of harm to themselves, or another individual, they must escalate the matter to a Safeguarding Lead or SMT if a safeguarding lead is unavailable.

MITSkills commitment to work life balance.

MITSkills is committed to improving employees' work life balance and their well-being.

EMPLOYMENT POLICIES AND PRACTICE

MITSkills undertakes to adopt and apply the appropriate policies in respect of 'family friendly' employment, including consideration of part time working, flexible working patterns etc. where this can be implemented without detriment to the operational requirements of the company.

INDIVIDUAL AND TEAM WORKLOADS

MITSkills ensures that timetables reflect a fair and reasonable balance of work between different employees. MITSkills will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

PLANNING AND POLICIES

MITSkills ensures that preparing documentation should be no more elaborate than is necessary and consistent with its purpose.

MEETINGS

MITSkills ensures that patterns of meetings are appropriate to the requirements of the whole company and that they are agreed in advance and that the pattern is adhered to. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

INDIVIDUAL SUPPORT AND TRAINING

Individual support, including confidential counselling is made available to employees and learners so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life.

Support at MITSkills

- Performance reviews offer the opportunity for staff to discuss with their reviewers, any concerns which they may have about their workload or ability to balance work with other aspects of their life.
- Line Management system in place for support
- Regular professional development sessions to support all employees
- Staff questionnaires
- Consultative staff meetings

Monitoring and review.

The SMT will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all departments and subcontractors via the designated Mental Health First Aid staff.

Mental Health Contact numbers and email

Office Hours:

0300 303 2225

Email:

MHFA@mitskills.com

Out of hours emergency line:

0777 669 2150

Date Reviewed	04/12/25	
Reviewed	Annually	
Version Status	Final	
Approved By:		Company Director: Date: 04/12/25