

Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website [here](#).

We ask that you submit your plan a **minimum of six weeks** before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It's not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan [here](#).

Employer Pledge Action Plan Template

Action plan principle	Activity description <i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	Performance measure(s) <i>Outline how you will monitor impact and success</i>	Internal lead(s) <i>Outline who is responsible for each activity</i>	Timescales <i>Provide planned timescales and dates</i>
Demonstrate senior level buy-in - How will you show that your senior leaders are committed to addressing mental health in the workplace?				
Senior staff visibly support the Time to Change agenda	Senior Management Team (SMT) member and Student Union (SU) sabbatical officer volunteer as Time to Change Champion	John Moss, Dean of Education and Krum Tashev, SU President volunteered	Clara Barnes	May 2017
	Commitment to signing the pledge done in public, sponsored by members of SMT and publicised	Included in World Mental Health Day activities 2017	John Moss/ Krum Tashev	October 2017
	SMT members write blogs/ personal statements about Mental Health and engage in events	HR Director and Dean of Education have published personal statements on staffnet and CCCU website	Kirstie McDonald Buckley	October 2017
	Senior Leadership Group (SLG)/ Sabbatical Officers receive mental health training	MHFA training given at SLG meeting	Moira Helm	September 2017
	SMT/Sabbatical Officers/ Diversity, Equality, Liberation (DEL) members make individual pledges	Sample pledges featured on CCCU Time to Change webpage	John Moss/ Krum Tashev	February informal SMT
	Pledge signed by SMT Champion at a public event as part of University Mental Health Day	Pledge signed	John Moss/ Krum Tashev	1 March 2018

<p>Demonstrate accountability and recruit Employee Champions How will you ensure that this action plan is successfully implemented?</p>				
Structures and systems are in place to help assess progress	Time to Change working group established	Progress reported to Equality and Diversity Committee	Clara Barnes	June 2017
	The action plan will be circulated to the lead on the development of the University Mental Health Strategy and integrated into the action plan where appropriate	Time to Change action plan considered as part of the wider University mental health agenda.	Clara Barnes	January 2018
	The working group will meet each semester to review progress/ set new actions	Progress reported to Equality and Diversity Committee	Clara Barnes	Ongoing
Staff are supported to act as Employee Champions	Continue Mental Health Training Programme, target key positions as Mental Health First Aiders	Attendance on programme monitored	Lynne Gill/ Moira Helm	August 2018
<p>Raise awareness about mental health How will you get your employees talking about mental health?</p>				
Activities are planned for awareness days	Time to Change webpage published	Webpage live and updated	Clara Barnes	October 2017
	University commitment to the pledge awareness raising and support publicised through World Mental Health Day activities	Announcement made and publicised	John Moss/ Krum Tashev	October 2017
	University participates in World Mental Health Day, University Mental Health Day, Time to Talk Day, Suicide Awareness Day	Monitor staff and students engagement in activities	Ruth Wood/ Clara Barnes/ Students' Union	February/ March/ September/ October annually

	Staff induction to have a section on mental health and wellbeing (including physical activity)	Induction feedback	Lynne Gill	2018 induction dates TBC
	Time to Change supported through the Annual Staff Wellbeing Fair and activities during staff wellbeing week	Staff engagement in the Staff Wellbeing Week/ Staff Wellbeing Working Group	Juliet Flynn/ Helen Hogg/ Clara Barnes	May/ June 2018 then annually
Communication via web pages/ staffnet and InTouch planned	Time to Change and Mental Health communication plan implemented (detailing awareness raising activities)	Progress reviewed by working groups	Kirstie McDonald Buckley/ Ruth Wood	Annually

Update and implement policies to address mental health problems in the workplace

How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?
How can you change your policies to encourage those with mental health problems to come forward

Review information, policies and procedure to make it easier to access information on	Review wellbeing pages on StaffNet (including leisure activities open to staff)	Wellbeing pages updated	Helen Hogg/ Kirstie McDonald Buckley	October 2017
	Revise Supporting Disabled Staff document to refer to available mental health support	New guidance communicated to staff through StaffNet and InTouch	Clara Barnes/ Helen Hogg/ Kirstie McDonald Buckley	May 2018
	Develop and University wide Mental Health Strategy	Mental Health Strategy Working group will be established to write and review progress	Moira Helm	2018/19 academic year

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	Develop University wide wellbeing strategy looking at positive activities promoting mental health	Strategy published and communicated to staff	Paul Carney/ Debra Teasdale	2018/19 academic year
Enable staff to feel comfortable in talking about their mental health	Run initiative to encourage staff to declare a disability, increasing the number of staff declaring a mental health condition	Staff monitoring data	Clara Barnes/ Helen Hogg	September 2018 then annually
	Staff training programme updated, sessions offered include Be Me Confident staff training – encouraging disabled staff to feel comfortable raising issues about their disability	Staff attendance on training	Clara Barnes	Date TBC
<p>Ask your employees to share their personal experiences of mental health problems How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters</p>				
Encourage staff to share their experiences	Encourage Staff/Students to access Big White Wall where they can share their experiences anonymously if preferred	Tweets/ blogs/ email banners	Helen Hogg/ Krum Tashev/ Ruth Wood	Ongoing review annually
	Explore interest for a staff forum to discuss wellbeing/ mental health	Staff interest monitored	Helen Hogg/ Clara Barnes	June 2018
	Encourage students to volunteer at Student Minds or other organisations lead by those with lived experience of mental health concerns	Student Minds engaged in Fresher Fair and awareness activities	Student's Union/ Student Minds	February/ March/ September/ October annually
<p>Equip line managers to have conversations about mental health How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>				



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Provide managers with the skills they need to talk about mental health	Staff training programme updated, sessions to be run include Disability Confident – enabling managers to feel confident talking to their disabled staff about their needs	Staff attendance on training	Clara Barnes	Date TBC with Remploy
	Continue to run mental health awareness training and target managers and tutors	Attendance on programme monitored	Lynne Gill/ Moira Helm	August 2018
	Develop a Stress Tool for staff and managers	Tool to include tips/ good practice/ management techniques	Helen Hogg/ Clara Barnes/	August 2018
Use data to target actions where they will have the most impact	Identify which areas of the University report the highest stress levels and support managers from departments with high stress levels to address this	Analyse staff absence reasons and staff survey response	Caroline Evans	Summer 2018
<p>Provide information about mental health and signpost to support services How will you ensure your employees have easy access to information on mental health and where to find help?</p>				
	Publicise student support booklets and information session for staff so they can signpost students to correct services	New booklet and resources produced and communicated to staff incl. Safe to Talk about Suicide leaflet	Moira Helm	Ongoing
	Work with partners Samaritans University Medical Centre Psychological Therapies to support staff/students	Process in place following incidents and staff made aware at induction	Moira Helm	Ongoing
	Monitor and Increase uptake of staff accessing support from our EAPs including counselling	Report from CiC	Helen Hogg	November 2018 annually

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	Explore possibility of Occupational Health and http://connectwellkent.org.uk/ working together to promote support groups and activities in Kent	Process agreed	Helen Hogg/ Clara Barnes	Jan 2018
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Tell the world about your Employer Pledge commitment!

Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **five working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

The Time to Change pledge is such a positive initiative and the University and Students Union are proud to be working together on this initiative.

We want the University to be a learning environment and place of work where staff and students can talk about mental health, listen and support others and feel comfortable and confident in being themselves

We are committed to improving awareness around mental health and challenging and reducing the stigma and discrimination people with mental health problems experience. Our Time to Change action plan details how we intend to work together to do this.

Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?

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✓ Got the name of who is signing the pledge on behalf of your organisation?

✓ Arranged a location for the signing?

If the answer to all of the above is yes, please submit this information to our website [here](#).



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