

University of Bath

Staff Wellbeing Champions

Promoting and supporting a culture
that contributes to improved mental health and wellbeing

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Engagement Information

Introduction to the Staff Wellbeing Champion Network

As part of our whole University approach to mental health and wellbeing, the University of Bath has a number of initiatives and interventions to actively support employees and develop a culture of wellbeing.

One of these initiatives is a network of Staff Wellbeing Champions who are spread across all areas of the University. There is a strong evidence base to demonstrate that these types of networks play a key role in supporting a culture of wellbeing.

What the role involves?

Our Wellbeing Champions are volunteers from across the University who play a vital role in helping us achieve our wellbeing aspirations.

The purpose of the network is in promoting and supporting a healthy culture at the University of Bath by raising awareness around health and wellbeing activities and signposting to resources and support services.

Champions will know their work areas and colleagues so will be best placed to identify what will work best and can pick out resources that fit their local environments.

Who is eligible to be involved?

Any University employee.

If you are interested in supporting our commitment to wellbeing by championing and promoting the relevant messages, whilst also gaining valuable knowledge and skills, then we encourage you to express your interest by emailing: employee wellbeing@bath.ac.uk

The key attribute that we want from our Wellbeing Champions is that they are engaged, enthusiastic and willing to support staff members.

What support will be given?

- Staff Wellbeing Champions will be trained in spotting signs of decreased wellbeing and how to offer everyday support and signposting.
- Training will be provided to enable you to gain extra knowledge about creating a culture of wellbeing in the workplace.
- Additional development opportunities to support you to carry out this role.
- Champions will be part of a formal network, underpinned by support from:
 - the Staff Health and Wellbeing Manager
 - the wider Safety, Health and Employee Wellbeing (SHEW) department
 - our external partners including National mind, Bath mind and the Royal United Hospital.

What's in it for the volunteer Wellbeing Champions?

A rewarding experience where champions can make a real difference to the wellbeing of our people in line with our Health and Wellbeing plan, while also gaining useful personal knowledge and skills that can be used in all areas of their lives.

For further information or to arrange an informal discussion regarding this role please email: employee wellbeing@bath.ac.uk

Role Overview

Core purpose

The network of Wellbeing Champions at the University of Bath has a core purpose:

to contribute to a sustainable and thriving community by being a visible and committed champion who can connect, energise and support wellbeing related activities.

The role of an effective Staff Wellbeing Champion at University of Bath is to:

- champion and promote relevant wellbeing related messages;
- engage colleagues in health and wellbeing activities
- raise awareness and promote wellbeing services, tools and activities we have available for staff;
- proactively embed positive attitudes to wellbeing within their local workplace;
- offer support and signposting to colleagues that are struggling with emotional, physical or mental health issues to the resources available;
- provide feedback to the Staff Health and Wellbeing Manager on the general themes that they experienced when providing support;
- support the development and implementation of wellbeing policies and procedures;
- support peers within agreed boundaries to empower people to seek support if required whilst maintaining their own mental health;
- engage with the wider champions network to share best practice and celebrate success.

A Staff Wellbeing Champion is not required to:

- act as a counsellor, psychologist or doctor diagnosing health issues;
- support others on an ongoing basis or at a cost to their own wellbeing or to allow the role to intrude into their personal life;
- share personal contact details or other private information;
- listen to or pass on unhelpful speculation or 'gossip';
- be the 'expert' on wellbeing or have all the answers.

Remember, the Champion role is not a 'pastoral' role. It is important others don't see you as a counsellor and that you don't feel that you must go beyond your abilities and role to provide ongoing emotional support to someone because of your role as a Champion.

Establishing and maintaining boundaries is vital to your role

Boundaries exist to protect everyone. Establishing boundaries can help to clarify your role as a Champion and the relationship you'll have with colleagues when in that role. Being clear about what you can and cannot offer as a Champion will help you enjoy the role and manage other people's expectations.

Boundaries that may be important to you in your role as a Champion are:

- **Time:** Knowing how much time you can offer to the role and the support you can provide to your colleagues.
- **Abilities:** Being clear about what professional skills, knowledge and abilities you have or do not have to help others.
- **Confidentiality:** Being clear on what you can and cannot keep confidential and the circumstances when things that have been shared with you may need to be shared elsewhere.

Frequently Asked Questions

Who is eligible to be a Staff Wellbeing Champion?

Anyone, we are aiming for a cross section of employees from across the University.

What type of people are we looking for in the role?

- engaged, enthusiastic and interested in wellbeing, as well as getting people talking about all aspects of health and wellbeing;
- approachable and willing to talk with and signpost support to any colleagues;
- keen to keep up to date with activities and to collaborate with others;
- willing to participate in the Champions Network and get involved in wider activities wherever possible.

What are the time commitments?

We recognise that this will be in addition to your current role and want your involvement as a Staff Wellbeing Champion to be a positive, enriching opportunity for you and your own wellbeing.

As a Champion, you will:

- attend training with other Champions from around the University, this offers a great opportunity to network with other champions;
- join regular check-ins with other members of the network to share experiences and benefit your personal development and wellbeing;
- share tools and insights provided, as well as any other key information with colleagues, and to answer questions they may have;

We do not envisage this role will significantly impact the Wellbeing Champion's day to day work negatively, and we would not require set hours.

What support will I be given?

Support and resources can be offered in many ways such as:

- Facilitated support provided through the Safety, Health and Employee Wellbeing (SHEW) Team;
- Various training opportunities;
- Regular updates;
- Champion events;
- Email, communal resources hubs or social media groups, we currently use Microsoft Teams to keep in touch and share resources.

What's in it for me?

We are committed to supporting the health and wellbeing of our employees, and to do this we need the support of our Wellbeing Champions. This is a rewarding role where Champions can make a real difference to the wellbeing of our people, whilst also gaining useful personal knowledge and skills that can be used in all areas of life.

What happens if I want/need to stop being a Wellbeing Champion?

When you sign up, we ask that you really consider if you have the time and space to commit to this role. However, we know that life changes and you may move roles or have things going on in your own life that make it difficult to commit to being a Champion which is entirely understandable. If you do find yourself unable to continue for whatever reason, please let us know by contacting the Staff Health and Wellbeing Manager at employeeewellbeing@bath.ac.uk

GDPR/Data Protection Act 2018

The role of the Staff Wellbeing Champions is one where there is a strong need for boundaries and confidentiality to be observed.

Any conversations with staff or colleagues will need to be treated in confidence and in line with the General Data Protection Regulations and Data Protection Act 2018. All Wellbeing Champions will be asked to sign and adhere to a code of ethics in relation to the confidentiality of all conversations, telephone contact and the maintenance of any records.

The Wellbeing Champion will not break confidentiality unless a situation arises whereby someone is in danger of hurting themselves or others, where contact will need to be made to either emergency services or to access advice/support from staff in the Safety, Health and Employee Wellbeing Office to ensure an individual's safety.

Any information provided should be treated by the recipient (i.e. Wellbeing Champion) as sensitive personal data to ensure compliance with the General Data Protection Regulations and Data Protection Act 2018 and the University Policy on Data Protection. This means that the information can only be shared by the recipient with the individual's consent with others who have a legitimate need to know for example the Safety, Health and Employee Wellbeing (SHEW) department.

Further information on: <https://www.bath.ac.uk/legal-information/gdpr-new-data-protection-rules/>

If you have any further questions contact: dataprotection-queries@lists.bath.ac.uk