Mental Health Tick Action Plan

**Notes on completion**

This optional action plan is to help you consider where your organisation is on each criterion and what you can do to improve. It is not a requirement of a submission and is provided to assist you.

Rate each criterion against how well you think you are meeting the criterion (Working Towards, Bronze, Silver or Gold). Please see the criteria and evidence suggestions at <https://mentalhealthtick.com/wp-content/uploads/Mental-Health-Tick-Assessment-Criteria.pdf>

# Awareness

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| **Criterion** | **Self-rating** | **Evidence** | **Action plan** | **Who is responsible?** | **Timescale** |
| 1.1 There is a written strategy, based on a clear ethical and value-based statement, for mental health and wellbeing across the organisation being implemented. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 1.2 The organisation delivers the strategy through a systematic process involving a continuous improvement cycle, including in response to the ongoing impact of the pandemic. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 1.3 Mental wellbeing is an integral part of the health and safety of the organisation, including in post-pandemic safety measures. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 1.4 Leaders and managers recognise the impact of mental health and wellbeing for their team(s) and their organisation. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 1.5 Individuals recognise their own mental state and feel safe to express or use strategies to deal with negative states. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 1.6 Mental health and wellbeing is monitored across the organisation, including the impact of initiatives. | Working towards  Bronze  Silver  Gold |  |  |  |  |

# Culture

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| **Criterion** | **Self-rating** | **Evidence** | **Action plan** | **Who is responsible?** | **Timescale** |
| 2.1 There is a designated leader, coordinator or coordinating committee for mental health and wellbeing, supported by champions and managers across the organisation (for smaller organisations the leader may be supported with external advice or support). | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 2.2 The mental health and wellbeing strategy is referenced and embedded in other key organisational policies and procedures, such as whistleblowing, diversity, bullying and harassment or equality. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 2.3 Mental health and wellbeing initiatives are based on evidence and developed with a business case to make it sustainable if effective, outcomes are measured and monitored. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 2.4 Staff at all levels and in all circumstances are engaged in the development, deployment and monitoring of the mental health and wellbeing strategy, including unions, or minority groups, such as ethnicity groups, LGBT+, low-paid and contractors. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 2.5 Leaders and managers recognise their role in supporting the wellbeing of all employees (including minority groups, home workers and those affected by the pandemic). | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 2.6 Operational policies and procedures reflect the importance of mental health and wellbeing for individuals and the organisation (e.g. response, return and recovery phases of the pandemic). | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 2.7 Community, national or international mental health and wellbeing events are seen as part of a year-round cycle or a celebration of the organisation’s commitment, rather than a one-off awareness event. | Working towards  Bronze  Silver  Gold |  |  |  |  |

# Training and Development

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| **Criterion** | **Self-rating** | **Evidence** | **Action plan** | **Who is responsible?** | **Timescale** |
| 3.1 A range of training, resources and services is available for staff at universal, individual self-help and targeted support levels, including access to Employee Assistance Programmes (EAP) and Occupational Health as relevant. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 3.2 Training, resources and services are provided on the basis of an evidence base and the effectiveness monitored. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 3.3 Universal provision at a minimum includes awareness training of mental health difficulties, stress and emotional skills/coping. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 3.4 Leaders and managers receive training covering supporting mental health difficulties, the wellbeing of individuals, stress risk assessment and their leadership/ management styles. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 3.5 Roles across the organisation are screened for high levels of stress and those identified are then risk assessed and supportive mechanisms put in place, including supervision as appropriate. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 3.6 Peer support is encouraged, such as through mentoring schemes. | Working towards  Bronze  Silver  Gold |  |  |  |  |
| 3.7 Training and resources cover topics designed to address stigmas and prejudice around mental health, such as discrimination or unconscious bias training. | Working towards  Bronze  Silver  Gold |  |  |  |  |