



Team Wellbeing Guidance

April 2022

Staff and volunteer wellbeing is extremely important and Free2B recognises our responsibility to support team members to maintain positive wellbeing within their roles.

We have put together this brief guidance document to sit alongside our formal HR policies.

Please note the term 'Team member' is used where relevant to refer to all employees, sessional workers and volunteers within Free2B.

Free2B has put in place a number of resources, tools and processes to support wellbeing:

Communications

Staff members are encouraged to share positives using the 'Happy Feat' WhatsApp group. Staff members are additionally encouraged to share any negatives they may encounter in order to benefit from peer support. This may be via WhatsApp with colleagues, calling a colleague or bringing them to the weekly team meeting.

Volunteers are encouraged to share positives via WhatsApp group and / or directly with their line manager.

Staff members are invited to participate in group peer supervision (delivered approximately every 6 weeks to fit with school half terms).

Individual Line Management

Team members have individual line management, with the frequency in line with their role and needs.

Within each line management meeting, team members are invited to check-in regarding how they are feeling in relation to their wellbeing.

Team members are also encouraged to check-in regularly between meetings, with their line manager.

Wellbeing resources

Free2B has developed a wide range of wellbeing resources in order to support our youth members, and we are keen to encourage staff to explore how such resources may be used for their own wellbeing. Resources include the 5 ways to wellbeing, Selfcare wheel, NHS guidance on sleep and a guided meditation.

Please use this [link](#) to access the resources page.

Team members are encouraged to share any resources, tools or techniques they find helpful, with the team.

Diary / Time Management

Staff are encouraged to manage their weekly hours effectively to ensure time for admin tasks, travel to appointments and so on, to avoid 'overload', and their line manager can support if there are any difficulties with this. Whilst hours are often consistent due to school patterns there may be occasions with early starts or late finishes and staff are encouraged to ensure they take back any extra hours as soon as possible – again your line manager can support with this.

As part of our commitment to ensuring team members are able to maintain positive wellbeing, and avoid role burnout, each year there is a two-week period over Christmas where no service-user activities are delivered. Staff can choose to take time off as annual leave or work on admin tasks during this period.

As of 2022 Free2B has additionally introduced a two-week period in August with no service-user activities. The exact weeks /dates will be discussed and agreed annually with relevant staff members.

Sick leave

Staff sick leave encompasses both mental health and physical health. Please refer to the Staff handbook for further details

Confidential Counselling Helpline - 0345 122 8934

Via our Insurance Free2B team members can access counselling support:

This helpline is available 24 hours per day, 365 days a year for an employee, trustee or director (including family members permanently living with them) needing confidential help and advice. Qualified counsellors are available to provide telephone support on any matter that is causing your employee, trustee or director upset or anxiety, from personal problems to bereavement. Due to their sensitivity, counselling calls are not recorded.

Contact information:

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