

# Mental Health and Wellbeing Policy

September 2025

<b>Scope</b>	All UK Business College Staff
<b>OFS Condition</b>	E2
<b>Strategic Plan</b>	Pillar 2
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**Version 1.1**

Approved by the Board of Governors

## Table of Contents

Mental Health and Wellbeing policy.....3

2. Policy statement .....	3
3. Policy Aim.....	3
<b>4. Scope .....</b>	<b>4</b>
<b>5. Policy Objectives.....</b>	<b>5</b>
<b>6. Policy actions .....</b>	<b>5</b>
<b>7. Policy actions .....</b>	<b>6</b>
<b>8. Policy actions .....</b>	<b>6</b>
<b>9. Policy actions .....</b>	<b>6</b>
<b>10. Communication.....</b>	<b>7</b>

# 1. The Purpose of our Mental Health and Wellbeing policy

1.1 This policy sets out the framework for our organisation to provide an environment that promotes and supports a positive state of mental health and wellbeing for our employees and those we work with. The policy also aims to ensure those who are experiencing mental health issues are supported and treated with respect, confidentiality and without discrimination.

## 2. Policy statement

2.1 UKBC recognise our workforce’s mental health and wellbeing is key to organisational success and providing a positive work environment is a cornerstone to employees’ mental health and wellbeing. UKBC is committed to providing a positive working environment alongside and in support of the requirements of the Equality Act and the Health and Safety at Work Act.

## 3. Policy Aim

3.1 To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

### UKBC Commits to:

### We will archive this by:

<p>Build and maintain a workplace environment and culture that supports positive mental health and wellbeing and prevents discrimination (including bullying and harassment).</p>	<ul style="list-style-type: none"><li>• Providing effective training to aid understanding and eliminate stigma relating to mental health issues.</li><li>• Implementing measures at all levels of the organisation that provide a workplace and culture that promotes good mental health and wellbeing.</li><li>• Establishing a Mental Health &amp; Wellbeing Senior Management and workforce representatives, to oversee the implementation of this policy.</li><li>• Listening to our staff and implementing and/or adapting workplace and recreational health policies to support our Mental Health and Wellbeing Policy and evaluating their effectiveness</li></ul>
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<p>Increasing employee knowledge and awareness of mental health and wellbeing issues and providing opportunities to practice techniques to improve physical and mental health.</p>	<ul style="list-style-type: none"> <li>• Communications and training to promote understanding of the importance of mental health and physical and mental wellbeing to all employees.</li> <li>• Ensuring that all employees receive a copy of this policy during the induction process and have continued access to the policy throughout the length of their employment.</li> <li>• Providing training to managers on recognising mental health issues and supporting employees.</li> <li>• Promotion campaigns through the academic year.</li> </ul>
<p>Ensuring our Management arrangements reflect HSE good practice in stress management, recognising that managing stress in the workplace is a key component of supporting employee mental health and wellbeing.</p>	<p>Implementing effective arrangements for identifying workplace stressors and conduct risk assessments to minimise stress.</p> <ul style="list-style-type: none"> <li>• Providing training for all managers and supervisory staff in good stress management practices.</li> <li>• Promoting an environment where staff are encouraged to feedback any factors in their job roles that adversely affect their mental health.</li> <li>• Ensuring that managers are aware of their responsibilities towards their staff, including setting and managing performance in a manner that is consistent with this policy.</li> </ul>
<p>Providing proactive support for staff who are experiencing mental health problems, inside and outside the workplace, in a positive manner.</p>	<ul style="list-style-type: none"> <li>• Ensuring we provide appropriate support services for employees experiencing mental health problems.</li> <li>• Ensuring that any employee suffering from mental illness is treated fairly, with respect and confidentiality and without discrimination.</li> <li>• Provide training to line managers and employees in the range of support available and how to access it.</li> <li>• Training mental health first aiders to support the goals of this policy.</li> </ul>
<p>Regularly assess the effectiveness of this policy and its implementation</p>	<ul style="list-style-type: none"> <li>• This policy will be reviewed periodically by the Quality Department and the Process Owner to consider recommendations and feedback from the employees.</li> </ul>

## 4. Scope

4.1 This policy will comply with Health and Safety legislation and best practice guidelines.

4.2 This policy will be developed in accordance with existing organisational policies and procedures.

4.3 This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

## 5. Policy Objectives

5.1 To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

## 6. Policy actions

6.1 Reduce discrimination and stigma by increasing awareness and understanding

6.2 Complete an employee survey to identify mental health needs

6.3 Give employees information on and increase their awareness of mental wellbeing.

6.4 Include information about the mental health policy in the staff induction programme.

6.5 Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.

6.6 Promote the Five Ways to Wellbeing concept

6.7 Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.

6.8 Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.

6.9 Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.

6.10 Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

6.11 Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.

6.12 Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.

6.13 Promote and support opportunities to enhance professional development, identified through the appraisal.

6.14 Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

6.15 To provide support for employees experiencing mental health difficulties.

## 7. Policy actions

7.1 Ensure individuals suffering from mental health problems are treated fairly and consistently.

7.2 Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.

7.3 Give nonjudgmental and pro-active support to individual staff that experience mental health problems such as counselling, meeting with HR representative, etc.

7.4 Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.

7.5 Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.

7.6 Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

## 8. Policy actions

8.1 Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.

8.2 Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.

8.3 Ensure all line managers have information and training about managing mental health in the workplace.

8.4 To recognise that workplace stress is a health and safety issue.

## 9. Policy actions

9.1 Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress

9.2 Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.

9.3 Provide training in good management practices

9.4 Provide confidential counselling and adequate resources.

9.5 Align with other relevant policies such as physical activity, alcohol and absence management

## 10. Communication

10.1 All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

10.1 Regular updates will be provided to all employees via their line management.

10.2 Review and monitoring of the Mental Health updates implementation within Higher Education sector

10.3 Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

10.4 The mental wellbeing activities will be announced by the HR department. For example, Vitality platform offers regular mental health trainings, workshops and seminars.

10.5 The policy, status updates and evaluation reports will be circulated to management and be available on request.

10.6 The human resources department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

10.7 The policy will be reviewed annually from implementation.

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