

## **WELLBEING – HOW ARE YOU DOING?**

### **Introduction**

This document has been adapted from Nottinghamshire Healthcare’s tool which aims to help all employees manage their mental health and wellbeing at work. We also want to support volunteers in managing their wellbeing.

We all have mental health, just as we all have physical health and how we feel can vary from good mental and physical wellbeing to difficult feelings and emotions, to severe mental health issues and also for some, managing long term health conditions.

### **What is Wellbeing – How Are you Doing?**

This is a personalised plan to help you identify what keeps you well when volunteering, what causes you to become unwell, and how to address a health issue at whilst volunteering should you be experiencing one.

This aims to open up a dialogue between the Volunteer and the Volunteering Team, in order for a better understanding of a volunteer’s needs and experiences and ultimately a better knowledge of how to support your mental and physical health

This plan may be useful when a volunteer needs to take a break from their volunteering for a period of time and is looking to return, as it will provide a structure for conversations around what support will help and what reasonable adjustments might be useful to consider.

We encourage all volunteers to this plan and these can be regularly reviewed in Volunteer Reviews or as and when necessary.

As with your other personal information we hold, completed plans will be added to your file and will be safely stored on the Trust’s online volunteer portal which is accessible to only those with legitimate cause to view your information. Your personal information will be held for the duration of your volunteering and for six years once you cease (in accordance with the Trust’s Information Governance policy and UK data protection legislation).

**WELLBEING – HOW ARE YOU DOING?**

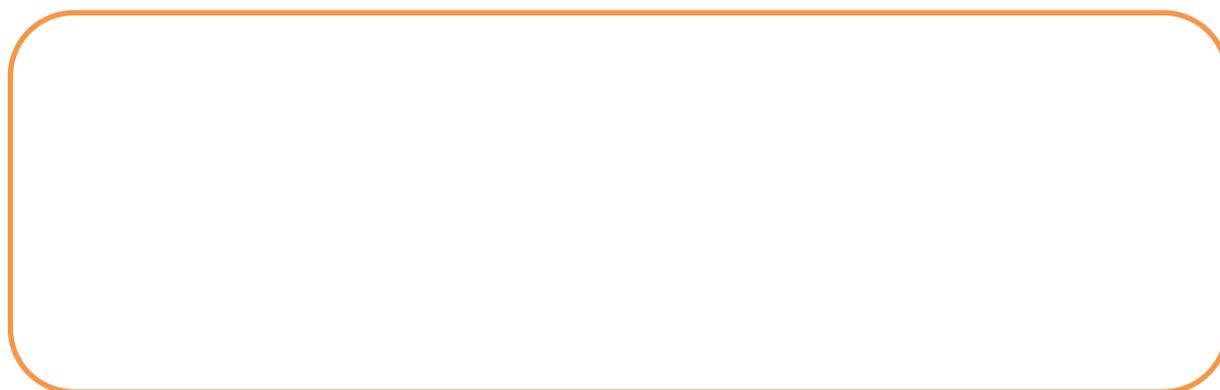
**Volunteer name:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**Volunteer Support Officer:** \_\_\_\_\_

1. What helps you stay healthy?

(For example: taking regular breaks throughout the day, keeping a to-do list, exercise)



2. What can the volunteering team do to support you to stay healthy during your volunteering?

(For example: regular reviews, flexible arrangements, explaining wider developments in the Trust, offer support from other volunteers providing you



3. Are there any situations during a volunteer placement that could trigger poor health?

(For example: conflict, environmental factors e.g. weather, lighting, noise)



4. How safe do you feel at home?

(For example: fear for personal safety or those you may care for)



5. Are there any early warning signs that we might notice when you are starting to feel unwell?

(For example: changes in normal habits, issues around timekeeping and/or motivation, withdrawing or isolating yourself, difficulty concentrating)



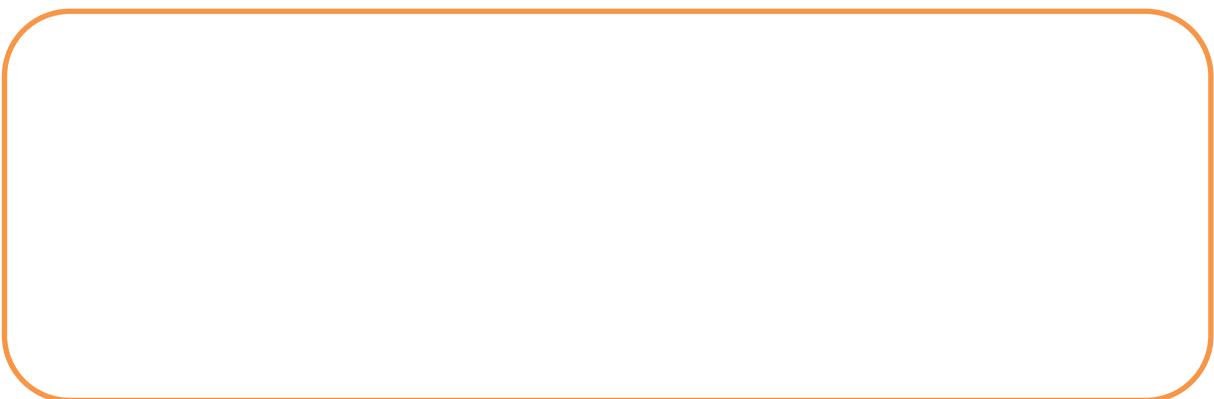
6. If we notice early warning signs that you are feeling stressed or unwell – what should we do?

(For example: talk to you discreetly about it, offer to refer to support services)



7. What steps can you take if you start to feel unwell whilst you're volunteering?

(For example: take a break and go for a short walk, ask your placement officer or volunteering team for support)



8. Is there anything else that you would like to share?

