



**MORECAMBE
FOOTBALL
CLUB**

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MFC WELLBEING & MENTAL HEALTH PLAN



Wellbeing & Mental Health Plan

Policy Owner	Version	Issue Date	Review Date
MFC Board of Directors	2	28/02/2024	01/06/2024



Wellbeing & Mental Health Plan

Morecambe FC wants to be recognised as a great place to work in terms of mental health and wellbeing.

As part of our commitment, our Wellbeing and Mental Health Working Group launched in December 2023 which has been created to improve our overall wellbeing at work and we will work together to:

- Raise our awareness of mental health and wellbeing issues and their impact
- Improve our understanding of mental health and how we can help ourselves and each other to promote and maintain good mental health
- Ensure coaches and managers have the training and support to enable them to identify when team members may need additional support, build resilience in their teams and create an environment that promotes positive wellbeing
- Ensure that our colleagues have the basic awareness to recognise when something isn't right with a colleague or member of the public and be able to report it to their line-manager or safeguarding teams
- Identify and tackle stigma and discrimination, as part of our wider culture of embracing diversity

We want to create and foster a culture:

- That promotes good mental health and wellbeing
- In which everyone feels able to talk about and access the support they need, whether for specific mental health issues or more general wellbeing
- That proactively considers the impact of how we work and our working environment on our mental health and wellbeing
- Provide effective, timely and good quality support to employees and academy players who are experiencing mental health difficulties

The 3 main focus areas of our Wellbeing & Mental Health Plan are:

- Developing a culture of openness and understanding
- Building a healthy working environment
- Providing effective support when all our colleagues/academy players need it

Roles and responsibilities:

The Club Management Team will work towards an ethos where everyone is valued, where respect, empathy and honesty are the core values and where health and wellbeing are held central to practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to policy.

The Board of Directors are responsible for:

- Fulfilling its duty of care as an employer
- Monitoring the workloads of senior staff
- Ensuring that the resources are in place to keep staff workload at healthy levels
- Reviewing this policy in conjunction with the Senior Safeguarding Manager



- Ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- Ensuring that other policies and procedures take account of staff wellbeing
- Overseeing that change management is operated in a fair and reasonable way.

The Club Management Team are responsible for:

- Providing personal and professional development such as team building, management of change, stress management, assertiveness, communication
- Providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- Monitoring the workload of members of staff and being alert to signs of stress
- Listening to the views of members of staff and players
- Ensuring that the efforts and successes of staff and players are acknowledged and celebrated
- Ensuring that staff are equipped with the right training to do the job confidently
- Ensuring that staff feel valued and that time is set aside for them
- Making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- Recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- Ensuring that there are effective methods of communication

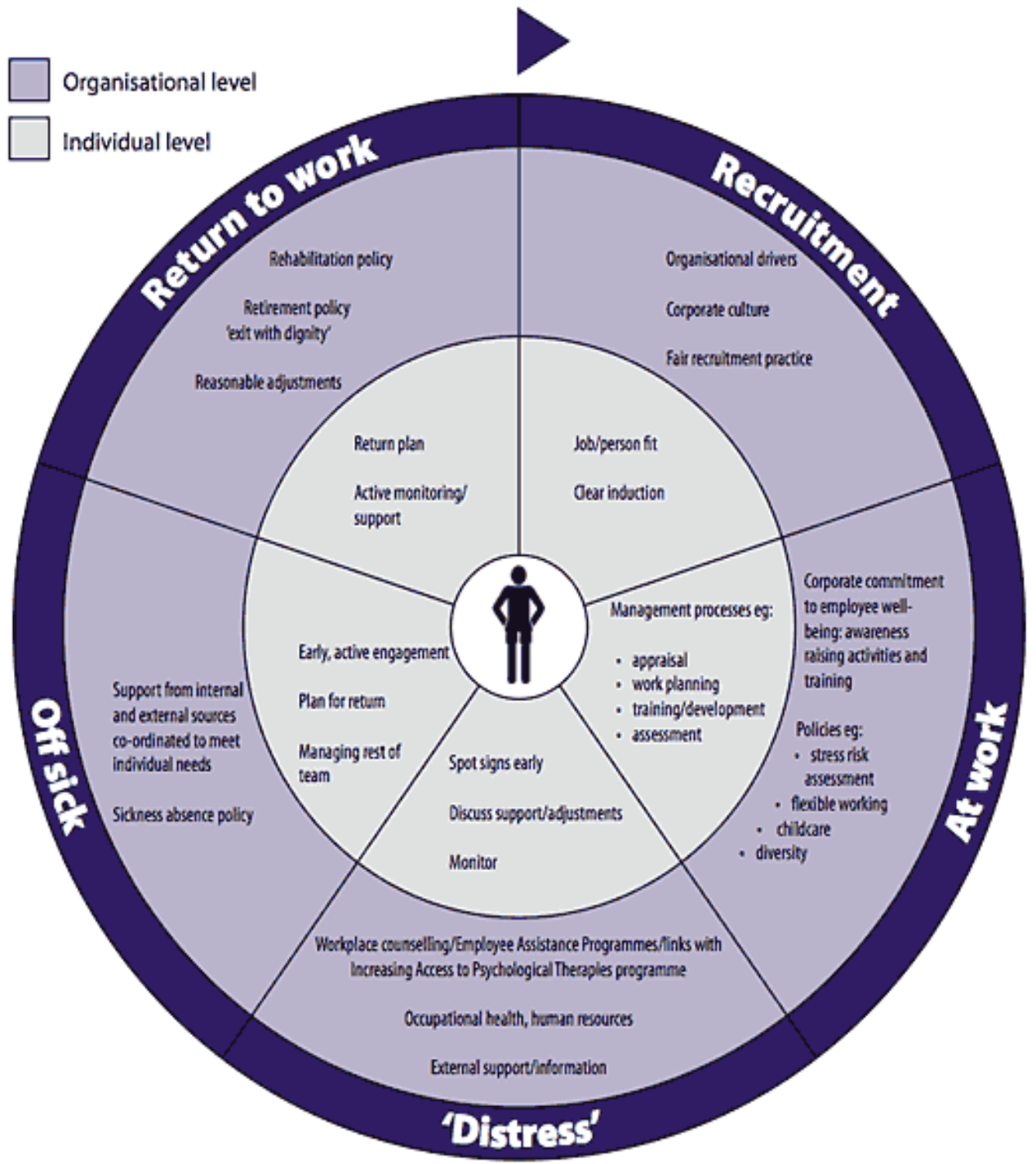
The Designated Safeguarding Officers are responsible for:

- Ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- Maintaining contact with staff during long absences
- Ensuring that the staff induction process is put into place
- Conducting risk assessments for work-related stress

The Board of Directors implement these responsibilities with the support of appropriate staff such as the Club Management Team and Designated Safeguarding Officers who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- Treating one another with empathy, respect and kindness
- Taking care of their own health and safety at work and communicating with key staff where they need support
- Being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- Developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.





Support Available

Safeguarding Leads:

Academy & Club Safeguarding Manager Joe Shaw academysafeguarding@mfc-academy.com

Senior Safeguarding Manager sjp@morecambefc.com

Online resources:



Mind - Information & advice on a huge range of mental health topics.

Mind has a network of local mental health charities that support people in communities across England. Their range of services includes supported housing, crisis helplines, drop-in centres, employment and training schemes, counselling and befriending.

If you need non-urgent information about mental health support and services that may be available to you:

- Telephone Mind's Infoline on 0300 123 3393 (Monday to Friday, 9am to 6pm), or TEXT: 86463
- Email info@mind.org.uk, Admin@lancashiremind.org.uk, [Get help now | Lancashire Mind](#)

Use the online tool on Mind if You feel that yourself or someone you know needs urgent help.

<https://www.mind.org.uk/need-urgent-help/using-this-tool/>

Rethink Mental Illness: Founded 40 years ago through voluntary groups for people affected by mental illness, Rethink Mental Illness have over 100 groups in England. Call them on **0300 5000 927**

Samaritans: Call free on **116 123**

Childline: **0800 1111**

Go Again – Mental Health Sport Charity: **07590 595 879**



Anxiety UK Telephone: 03444 775 774 (Monday to Friday, 9.30am to 5.30pm)

Website: www.anxietyuk.org.uk



Crisis Line: Lancashire and South Cumbria NHS Foundation Trust (lscft.nhs.uk)

LSC Integrated Care Board: Mental health support (icb.nhs.uk)

Shout Crisis Textline: 85258

If you need immediate support, you can text SHOUT to **85258** and chat by text. The service is free on most networks and available 24/7, and trained volunteers will listen to you, and work with to help you take the next steps towards feeling better.

Bipolar UK: Information and resources provided on our website which is used by over 360,000 people a year. More than 85 [peer support groups](#) for people affected by bipolar, facilitated by trained and supported volunteers. Bipolar UK doesn't offer crisis support but it empowers approximately 1000 people each month to stay well.

Email: info@bipolaruk.org

Website: [Bipolar UK National UK Charity](#)

The Bipolar UK Mood Scale		
MANIA	Total loss of judgement, exorbitant spending, religious delusions and hallucinations	10
	Lost touch with reality, incoherent, no sleep, paranoid and vindictive, reckless behaviour	9
HYPMANIA	Inflated self-esteem, rapid thoughts and speech, counter-productive simultaneous tasks	8
	Very productive, everything to excess (phone calls, writing, smoking, tea), charming and talkative	7
BALANCED MOOD	Self-esteem good, optimistic, sociable, and articulate, good decisions, need less sleep and get work done	6
	Mood in balance, no symptoms of depression or mania	5
MILD TO MODERATE DEPRESSION	Slight withdrawal from social situations, concentration less than usual, slight agitation	4
	Feelings of panic and anxiety, concentration difficult and memory poor, some comfort in routine	3
SEVERE DEPRESSION	Slow thinking, no appetite, need to be alone, sleep excessive or difficult, everything a struggle	2
	Feelings of hopelessness and guilt, thoughts of suicide, little movement, impossible to do anything	1
	Recurring suicidal thoughts, no way out, no movement, everything is bleak and it will always be like this	0

It takes 10 minutes to set up the Bipolar UK Mood Tracker app:

- Download the 'Bipolar UK Mood Tracker app' on your phone or tablet via the [Apple Store](#) or [GooglePlay](#).
- Find your way around the app with our App Tutorial.
- If you have a diagnosis of bipolar, you can skip this step. If you don't yet have a diagnosis of bipolar, take our simple screening test. Simply answer the questions by ticking yes or no. This evidence-based questionnaire will tell you whether or not further medical assessment for bipolar disorder is recommended. It takes less than five minutes to complete.
- Log your daily medications – name, dosage and number of times a day you take it.



- Click on 'Set Notification Time' to set a daily reminder at your preferred time to prompt you to update your details every day.

It takes two minutes to use the Bipolar UK Mood Tracker app daily:

- Click on 'set mood' and drag the mood scale slider to record your mood score between 1 and 10.
- Drag the slider to set the approximate number of hours of sleep you've had.
- Pick up to 5 words to describe your mood today – you can add extra words if there isn't a word listed that describes how you feel.
- Tick which medicines you've taken that day from your stored list.
- Swipe left or right to review your stored daily data.
- Click on 'History' to see a snapshot of your weekly or monthly data.
- Click on 'Expert Data' to move your data to another device via email – then you can share it with your family and healthcare team.

If you need urgent help

For urgent medical attention, your options are Accident & Emergency (A&E) and Emergency GP appointments.

For urgent medical advice you can call the **NHS 111** (England) or NHS Direct (Wales).



Action Plan To deliver the Wellbeing & Mental Health Working Group Initiatives:

Leading the Wellbeing & Mental Health Working Group will be our HR & Senior Safeguarding Manager, who holds a Mental Health First Aid & Counselling Level 2 Certificate with support from Departmental Champions, who are in the process of completing the Mental Health First Aid Level 2 Certificate.

Key Area	Current position	Steps to address	Owner	Completed
Encouraging open conversations	Discussed when there are occurrences. No open dialogue outside of specific safeguarding concerns	Encourage and support managers to have ongoing conversations about wellbeing and mental health with everyone they manage, not just those experiencing mental health difficulties. This could be as simple as 'checking in' about how colleagues are feeling during regular catch up meetings. Seek out suitable training to have 3 mental health first aiders (1 in academy, 1 in first team, 1 in main offices) Identify Mental Health Champions to lead this programme	HR & Senior Safeguarding Manager HR & Senior Safeguarding Manager HR & Senior Safeguarding Manager & WFG Members	
Improving the disclosure process	We communicate our commitment to equal opportunities, including in the job advert Job adverts focus on the requirements of the role and what needs to be done, rather than on specific personality traits Risk assessment used at appointment stage to allow for any reasonable adjustments for anyone classed as vulnerable	Train line managers to recognise mental health issues Use of Wellness Action Plan Template by line managers to better support employees	HR & Senior Safeguarding Manager Line Managers	
Building a healthy working environment & Work Life Balance	Varies - some utilise lieu time others choose not to Working from home allowed Boxes available if need private working space	Publish holidays remaining quarterly Ensure flexible working practises are encouraged Office environment needs brightening up with a redesign of working spaces	Line Managers	
Respect in the workplace	Encourage and enable colleagues to do their best, acknowledge and value diversity, and listen to different views with courtesy Take seriously concerns about inappropriate behaviour and will	Annual review of all policies and employee handbook enabling all colleagues to access and be aware of values, policies and commitment to equal opportunities.	HR & Senior Safeguarding Manager	



	respond appropriately			
Training	To commence March 2024	<p>Provide mental health awareness training to managers and other colleagues provide access to training packages for managers which will include resilience, positive wellbeing and managing effective teams</p> <p>Provide more general people management training to ensure that staff are equipped to give and receive feedback, which can help managers and supervisors be aware of when additional support may be required</p> <p>Continue to liaise, through the Wellbeing and Mental Health and Action Group, with Mind and other similar organisations to identify good training opportunities relating to mental health and wellbeing</p>	<p>HR & Senior Safeguarding Manager</p> <p>HR & Senior Safeguarding Manager</p> <p>Departmental Mental Health Champions</p>	
Provision of Support inhouse	Club GP offers support	<p>Contact details circulated to all</p> <p>Poster on Notice boards highlighting support available</p>	HR & Senior Safeguarding Manager	
Monitoring	Wellbeing Survey	Collated internally and analysis to feedback to the Board and within WFG	HR & Senior Safeguarding Manager	



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